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ABSTRACT

A handbook has been produced at the University of California at Davis (UCD) for an English course titled "Introduction to Library Research and Bibliography." The course includes a term project, practical assignments, and eight lectures: (1) introduction to the library; (2) card catalog; (3) reference works; (4) serials, indexes, and abstracts; (5) government documents; (6) bibliographies; (7) research strategies, review sources, and evaluation of materials; and (8) maps, microforms, and automation. Objectives for the student include familiarizing himself with UCD's resources, increasing competence in information location techniques, developing a systematic method of research, and learning the principles and forms of documentation. Students also learn about library history, organization, procedures, and terminology. (LS)

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Handbook for English 48

Introduction to Library Research & Bibliography

CAROL A. ROMINGER
EDITOR

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INTRODUCTION

This handbook is the basic text for students enrolled in English 48: Introduction to Library Research and Bibliography. It is supplemented by Jean Gates' Guide to the Use of Books and Libraries and accompanies weekly laboratory assignments. Because the library is constantly growing and changing, the laboratory materials must be continually revised. These materials are included in the cost of this handbook, but they will be distributed throughout the quarter in the lecture sections.

Many librarians, library assistants, and student assistants have contributed to this work. Students enrolled in the class helped us locate erroneous and ambiguous information. All of us are especially indebted to the efforts of Andrea Fitzmaurice who consistently met almost impossible deadlines in the typing and reproduction of both the handbook and the laboratory materials.

English 48: Introduction to Library Research & Bibliography

Text: Gates, Jean. Guide to the use of books and libraries. 3rd. ed. McGraw-Hill.

A. OBJECTIVES

B. CLASS SCHEDULE

C. METHOD OF INSTRUCTION

D. GRADING

E. INSTRUCTORS.

a. Objectives

Lectures, handouts, and assignments for this course will hopefully help you to achieve the following objectives:

1. to become familiar with the variety and dimensions of learning resources found in U.C.D. libraries,
2. to become competent in the techniques used to locate information in libraries,
3. to develop a personal, systematic method of research,
4. and to become familiar with the principles and forms of documentation.

B. Class Schedule

WEEK ONE: ENGLISH 48: INTRODUCTION TO LIBRARY RESEARCH AND BIBLIOGRAPHY

Introduction to the course
Organization of U.C.D. libraries
History of books and libraries

WEEK TWO: PRELIMINARY ESSENTIALS

The card catalog
Subject catalog/Subject headings list

WEEK THREE: THE SUBJECT SEARCH: REFERENCE WORKS

Selection of term project topic/interview

WEEK FOUR: THE SUBJECT SEARCH: SERIALS, INDEXES, ABSTRACTS

WEEK FIVE: GOVERNMENT DOCUMENTS

WEEK SIX: THE SUBJECT SEARCH: BIBLIOGRAPHIC SOURCES

WEEK SEVEN: FOCUS ON RESEARCH

Methods of organizing research
Documentation
Evaluation sources

WEEK EIGHT: AUTOMATED LITERATURE SEARCHING, MICROCOPY, MAPS

WEEK NINE: BRANCH AND SPECIAL LIBRARIES

Law Library	Institute of Governmental Affairs
Agricultural Extension	Agricultural Economics Library
Pamphlet Collection	Department of Special Collections
Departmental Libraries	Physical Sciences Library
	Health Sciences Library

WEEK TEN: CLASS SUMMARY AND CRITIQUE

TERM PROJECT DUE; ALL ASSIGNMENTS DUE

C. Method of Instruction

1. Lectures will be used to introduce each week's work and to discuss problems with older assignments. If, for some reason, you must miss your section, please attend the other section that week.

2. Readings from the text, reserve books, and class handouts will introduce new material and reinforce the lectures.

3. Assignments are designed to give you practical experience using the library.

a. Assignments compose 60% of the final grade. Credit for the assignments will be given only upon satisfactory completion of all the assignments.

b. You are not limited to using U.C.D. libraries when working on the assignments; however, they are most easily done here.

c. Handouts and readings complement the assignments. You will save time by reading them first.

d. You are expected to do your work independently of other class members; however, you are encouraged to discuss the assignments in general with students or librarians.

e. Please use one reference book at a time and replace it in its proper shelf location so that other users can find it; writing in books is a big NO-NO!

f. Each assignment will have a due date on the first page. Your instructors will return them promptly, if they are turned in on time. Assignments are overdue at 4:00 on Friday of the week they are due. Assignments turned in one week late will be downgraded one letter grade. Assignments turned in over two weeks late will receive a grade no higher than C.

g. If any of your work is unsatisfactory or misunderstood, you will be asked to redo it in order to improve your grade and receive credit.

h. Please be very careful to use the volume or year of a book specified in any assignment so that your answers can be corrected.

4. Term Projects will, hopefully, draw together skills and information acquired in the course.

Full information on the term project will be given out during the third week of instruction.

D. Grading

ASSIGNMENTS (All assignments must be completed satisfactorily to receive credit).	60% of final grade (600 possible points)
TERM PROJECT	40% of final grade (400 possible points)

E. Instructors

All reference librarians will be happy to help you complete your assignments. You will probably find it most convenient to work during the hours when the Reference Service Desk is staffed.

Spring Schedule

Monday-Thursday	8 a.m. - 5:30 p.m., 7 p.m. - 10 p.m.
Friday	8 a.m. - 5:30 p.m.
Saturday	10 a.m. - 12 noon; 1 p.m. - 6 p.m.
Sunday	12 noon - 5:00 p.m., 7 p.m. - 10 p.m.

Your class instructors will be in the Reference Department forty hours each week. Their desks are in the Reference Office.

ENGLISH 48
TERM PROJECT

DEADLINES

WEEK ONE: INTERVIEW WEEK: Select topic and discuss it with your instructor.

WEEK TWO: Turn in final project for grading.

PURPOSE

The term project is designed to give you a chance to become familiar with the major reference tools in your major. It will also give the instructors an opportunity to evaluate your ability to organize a library search.

METHOD

The term project will consist of an annotated bibliography on your topic. At least twenty-five (no more than 35) citations for materials that can be found at U.C.D. or Berkeley should be on the list; however, the emphasis is not on quantity. Our principle concern is the method you use to locate each item. You are asked to use a different source for each item.

TOPIC

You should choose your topic during the third week of classes (Jan. 21-27) and verify your choice with your instructors during your interview. You will not be choosing a typical term paper topic, since the purpose of the bibliography is to acquaint you with the standard reference materials in your major or projected major. For example, if you are a history major, you might choose a topic as broad as American Colonial Society. It is too broad a subject for a term paper - something like, Marriage Contracts in the Plymouth Colonies would be more appropriate for a small research paper. But the broader topic will give you more opportunity to explore your field.

FORMAT

Section 1 of the bibliography should include the basic reference tools of the topic. These can be divided by format (i.e., dictionaries, indexes, etc.). Section 2 can be divided in any manner suitable to the subject, although it will probably be easiest to use format groupings (i.e., monographs, articles from journals, etc.). You may find another form of organization, such as time periods or subject areas, works better. If you do intend to vary from the "materials" oriented format, please OK the change with your instructor.

Regardless of the format you choose, you should consider including all of the various "forms" of materials discussed in the course. Some may be inappropriate for your topic. Refer to the following list to be sure that you include all logical choices.

REFERENCE WORKS IN YOUR TOPIC. 15-20 titles.

Bibliographies
Indexes and abstracts
Dictionaries and encyclopedias
Yearbooks and almanacs
Biographical dictionaries and encyclopedias
Maps, atlases, gazetteers
Etc.

You may find that you are forced to eliminate many obvious reference works from Section 1 in order to stay within the limit of twenty items. You may wish to include an unannotated list of very useful tools at the end of Section 1 to show us that you are aware of their existence.

OTHER WORKS 10-15 titles

Monographs - primary and secondary
Encyclopedia articles
Essays, or other selections from anthologies
Dissertations
Periodical articles
Newspaper articles
Pamphlets
Government documents
Maps
Book reviews
Microfilm (could be any of the above forms)
Etc.

Use Gates pp. 393-395 for correct bibliographic form.

Each entry for your bibliography should include:

1. the bibliographic citation for the item.
2. an annotation for the item.
3. the exact source you used to find the item (an abbreviated citation may be used here.)
4. an annotation for the source.

Annotations should explain <u>when</u> to use a book, <u>what</u> the book will do for the user, and <u>how</u> it does it. It should include

- years covered
- topics covered
- types of materials covered
- arrangement and use
- value on your topic if not clear

<u>GRADING</u>

Your instructors will grade papers on the following points (especially #3 and #4).

1. meets minimum number of entries, i.e. 25 pairs of entries.
2. neatness and accuracy of bibliographic entries - two features which always influence instructors when they judge a research paper.
3. coverage of major reference tools in the subject area.
4. annotation quality.

SAMPLE ENTRY

Grob, Gerald, (ed.) American Social History Before 1860. New York: Appleton-Century Crofts, 1970. ← *prime item*

This list of over 5000 monographs, articles, and other printed materials was designed as a guide for students, teachers and librarians. Items were chosen by their significance and usefulness. It is arranged by subject with an author index. Primary and secondary sources, primarily written in the past fifty years, are included. There are brief annotations of many items. ← *annotation*

Source: Subject Guide to Books in Print. 1974, under U.S. SOCIAL CONDITIONS - BIBLIOGRAPHY. ← *source*

This work has been published annually since 1959. It includes all of the books listed in Books in Print, except for those not given subject headings, such as fiction, poetry, and drama. The books are arranged alphabetically by L.C. Subject Headings. Standard bibliographic information is given for each item plus the price and order number. It does not contain annotations. ← *annotation*

1 INTRODUCTION TO THE LIBRARY

I. ORGANIZATION OF U.C.D. LIBRARIES

A. HISTORY OF U.C.D. LIBRARIES

B. ORGANIZATION OF THE LIBRARY

C. LIBRARIES ON CAMPUS

D. U.C.D. LIBRARIES AND THE REST OF THE WORLD

E. HOW A BOOK IS ADDED TO THE LIBRARY

F. HOW TO FIND A BOOK IN THE LIBRARY

G. HOW TO GET A BOOK OUT OF THE LIBRARY -- LEGALLY

II. LIBRARY TERMINOLOGY

III. HISTORY OF BOOKS AND LIBRARIES (GATES Chapters 1-3, skim)

READING ASSIGNMENT: GATES Chapters 1-4. Skim Chapters 1-3; read Chapter 4, carefully.

I. Organization of U.C.D.'s Libraries

A. A HISTORY OF U.C.D. LIBRARIES

When the University Farm opened in the fall of 1908, its library consisted of a small collection of agricultural bulletins housed in an office in the old Chemistry Building. For several years this library was moved from one office to another, until in 1915, a separate room in the new Class Room Building was set aside as the library. By the late 1930's, the Library had grown to a 50,000 volume collection specializing in agriculture and natural sciences in order to serve researchers at the Farm.

In 1940, a large new Library and Administration Building, which is now the north wing of the library, was completed. Development was temporarily interrupted from 1943-45, when the U.S. Army Signal Corps took over the campus as a training school.

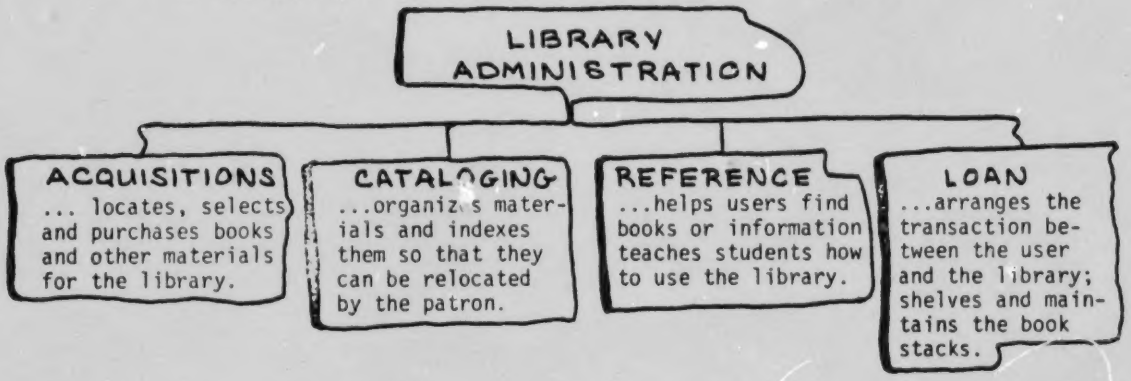
In 1951, the College of Letters and Sciences was established at UCD and a new librarian, J. Richard Blanchard, was appointed to lead the development of a general library to support the school's new curriculum. In 1959, the Regents decided to make Davis a general campus of the University and massive buying plans were implemented to create a library capable of supporting graduate programs in many fields. From 1912 to 1952, a library of only 85,000, had been created. In contrast, 92,465 volumes were added in the 1970-71 school year.

Naturally the building had to grow to accommodate the flood of books. The school administration vacated its quarters here. In 1963, the center wing was added. In 1967, the south wing was completed. The Health Sciences Library, the Physical Sciences Library, and the Agricultural Economics Library were split off from the main building and several semi-independent libraries, like the School of Law Library, and the libraries of the Institute of Governmental Affairs, the National Center for Primate Biology, and the Food Protection and Toxicology Center, were created to serve the growing campus.

Today, U.C.D. libraries have passed the million volume mark and a balance between the sciences and liberal arts has been achieved. As a result of its history and orientation, the collections are particularly strong in agriculture, veterinary medicine and biological sciences. In certain fields, such as enology, apiculture, the history of agricultural engineering, and animal husbandry, the Library has attained worldwide renown.

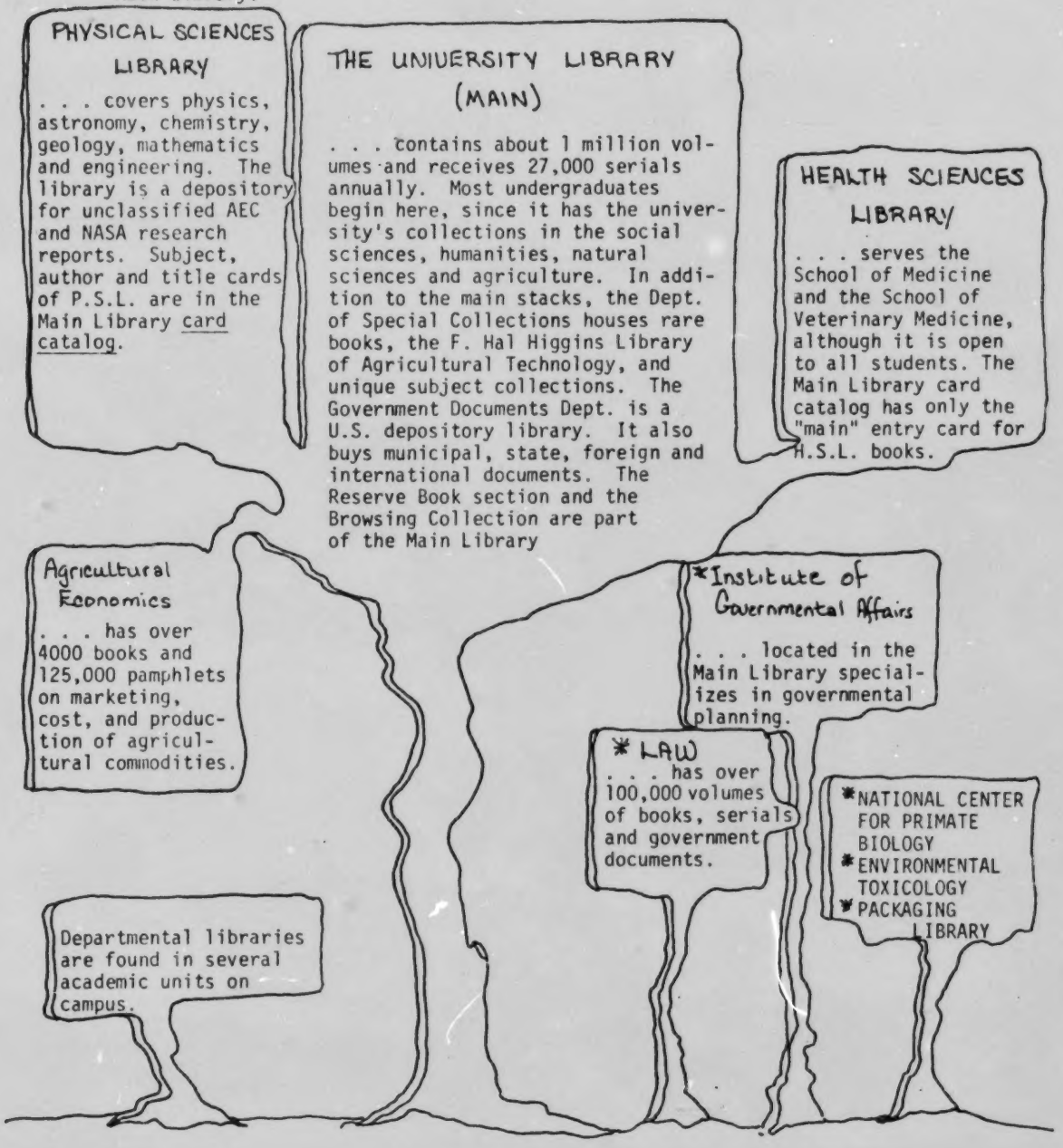
B. ORGANIZATION OF THE LIBRARY

Sometimes, in order to use a system efficiently, it helps to study its organizational pattern. Below is an incredibly simplified chart of the functional groupings in this library.


LIBRARY ADMINISTRATION
ACQUISITIONS
... locates, selects and purchases books and other materials for the library.
CATALOGING
...organizes materials and indexes them so that they can be relocated by the patron.
REFERENCE
...helps users find books or information teaches students how to use the library.
LOAN
...arranges the transaction between the user and the library; shelves and maintains the book stacks.

C. LIBRARIES AT U.C.D.

Like most university library systems, U.C.D. has developed a multitude of branches and departments while growing. Some, like the Law Library, are independent in funding and administration. Others, such as the Health Sciences Library and the Physical Sciences Library, are branches of the Main Library.


PHYSICAL SCIENCES LIBRARY
. . . covers physics, astronomy, chemistry, geology, mathematics and engineering. The library is a depository for unclassified AEC and NASA research reports. Subject, author and title cards of P.S.L. are in the Main Library card catalog.
THE UNIVERSITY LIBRARY (MAIN)
. . . contains about 1 million volumes and receives 27,000 serials annually. Most undergraduates begin here, since it has the university's collections in the social sciences, humanities, natural sciences and agriculture. In addition to the main stacks, the Dept. of Special Collections houses rare books, the F. Hal Higgins Library of Agricultural Technology, and unique subject collections. The Government Documents Dept. is a U.S. depository library. It also buys municipal, state, foreign and international documents. The Reserve Book section and the Browsing Collection are part of the Main Library
HEALTH SCIENCES LIBRARY
. . . serves the School of Medicine and the School of Veterinary Medicine, although it is open to all students. The Main Library card catalog has only the "main" entry card for H.S.L. books.
Agricultural Economics
. . . has over 4000 books and 125,000 pamphlets on marketing, cost, and production of agricultural commodities.
*Institute of Governmental Affairs
. . . located in the Main Library specializes in governmental planning.
* LAW
. . . has over 100,000 volumes of books, serials and government documents.
*NATIONAL CENTER FOR PRIMATE BIOLOGY
*ENVIRONMENTAL TOXICOLOGY
*PACKAGING LIBRARY
Departmental libraries are found in several academic units on campus.

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D. U.C.D. LIBRARIES AND THE REST OF THE WORLD

In the past, libraries operated as autonomous units. Books and other materials were exchanged via interlibrary loan systems, but most patrons were satisfied with their local collections. Today, as a result of research pressures and improvements in communications and transportation, libraries have developed networks for rapid and efficient interchange of information.

Last year U.C.D. loaned 4843 items to other libraries and received 5990 items for our students and researchers. Teletypes, computers, and printed book and serial catalogs from other libraries were used to locate and transfer these materials. Undergraduates are excluded from interlibrary loan privileges, however, we can help you use the following local libraries:

YOLO COUNTY LIBRARY 315 E. 14th Street, Davis.
- Strengths: popular books and magazines, hobby material
- Use: U.C.D. students can apply for a card at the county library
- Aids at U.C.D.: a list of Yolo County serials is at the Reference desk

U.C. BERKELEY
- Strengths: Berkeley is the largest library in the UC system. Since it is older than Davis, its collections in history and the social sciences can be valuable to undergraduates.
- Use: U.C.D. students use their current registration card to obtain a Berkeley loan card. Undergraduates can use the daily Davis - Berkeley - Davis jitney service by presenting a letter requesting seating written by a professor or a reference librarian.
- Aids at U.C.D.: A new list of magazines and newspapers received at Berkeley is kept in the Reference Department. In the Bibliographic Center, printed catalogs cover Berkeley's book collection up to 1967.

SACRAMENTO CITY/COUNTY LIBRARY (various branches)
- Strengths: popular books and magazines
- Use: Davis residents can apply for loan cards at any branch.
- Aids at U.C.D.: Ask at the reference desk for the complete list of newspapers and magazines received at the Sacramento City/County Library.

CALIFORNIA STATE LIBRARY 9th and Capitol Mall
- Strengths: history, Californiana, general
- Use: materials are not loaned out; however, they may be used in the library.

CALIFORNIA STATE UNIVERSITY AT SACRAMENTO
- Strengths: general, literature, education. (Has ERIC Reports on microfilm)
- Use: Will not lend to UCD students. You can use anything in the library.
- Aids at U.C.D.: Ask for the California State University and Colleges Serials List at the Reference Desk.

E. HOW A BOOK IS ADDED TO THE LIBRARY

1. SELECTION OF BOOKS

NOTE: Since the purpose of the Library is to support the instructional and research programs of the campus, materials for purchase must be selected following a carefully delineated policy. Books acquired will hopefully fulfill a specific need and will probably be of lasting value to the university. Policy and economic stringency excludes extensive buying of popular material, such as best sellers, popular magazines, career materials, test books, and hobby books (like car repair manuals). Public libraries and bookstores can usually supply these.

a. The library automatically receives most new books from thousands of American and foreign publishers. These are checked by librarians. They can be sent back to the dealer if we don't need them.

b. Specialist-librarians continually survey the collection and buy old and new books to fill in gaps.

c. Faculty members and librarians can initiate orders. Students are welcome to leave the names of titles they want in the Suggestion Box.

2. PURCHASING

The Acquisitions Department arranges the business transactions. Last year over 46,000 books were bought by the main Acquistions Department.

3. CATALOGING

Before a book is put on the shelf, it must be cataloged so that it can be found by patrons. Whenever possible, printed cards are photographed from the resources of the National Union Catalog; however, many books must be cataloged here at U.C.D. When the cards are ready, books are stamped and put on the bookshelves.

F. HOW TO FIND BOOKS IN THE LIBRARY: CLASSIFICATION

When books are put into a library, some provision for relocating them when they are needed must be made. For this reason, each book is given a call number that becomes its address.

Most libraries use book numbers from the Dewey Decimal System or from the Library of Congress Classification System. U.C.D. uses the Library of Congress or L.C. System, because it is designed for a large library.

Since call numbers are based on the subject of a book, books are generally located next to other books on the same topic. Also, no two books in a library will have the same call number, so, the number can be used to identify its book.

For example,

The History of Hollywood
by William Andrews →

PN1993 = motion pictures (← classification number)
A45 = Andrews (← author's number)

Many books will have more elaborate call numbers than the one above, but each part of the call number stands for some facet of the book's subject, title or author.

For example,

Drama criticism
by Arthur Coleman →

Z = bibliography
Z
1231 (American literature)
D7 (drama)
} classification number (including letter)
C6 ← author
1972 ← edition year

Books are arranged on our shelves first alphabetically by the classification letters, then numerically by the classification numbers. Finally, books within the same class are divided by the author number. The author number is a decimal number, although the decimal point is not typed on the card or printed on the spine of the book.

WHERE MOST PEOPLE GET OFF THE TRACK . . .

. . . IN THE CARD CATALOG

1. They don't copy the full call number. There may be several hundred books with the same class number (like PN1995). You may never find the book by Andrews, if you try to save time in the card catalog by indiscriminately eliminating parts of the call number.

2. They ignore small details, like a little "r", "f", R, or a stamp saying "microfilm".

rPN1995 C4	=	RARE BOOK in the Department of Special Collections
fPN1995 C4	=	folio section, on the second floor
PN1995 C4 R	=	Reference Department
qPN1995 C4	=	quarto sized book, ignore the q. These books are interfiled with normal sized books.

3. They don't take "Buff" slips to Loan. Frequently, the book has arrived and can be checked out, although its cards have not yet been filed in the catalog. Copy down the number in the upper left hand corner of the BUFF slip and take it to the loan desk.

WHERE MOST PEOPLE GET OFF THE TRACKS . . . IN THE STACKS

1. They don't remember that the author part of a call number is really a decimal number, so

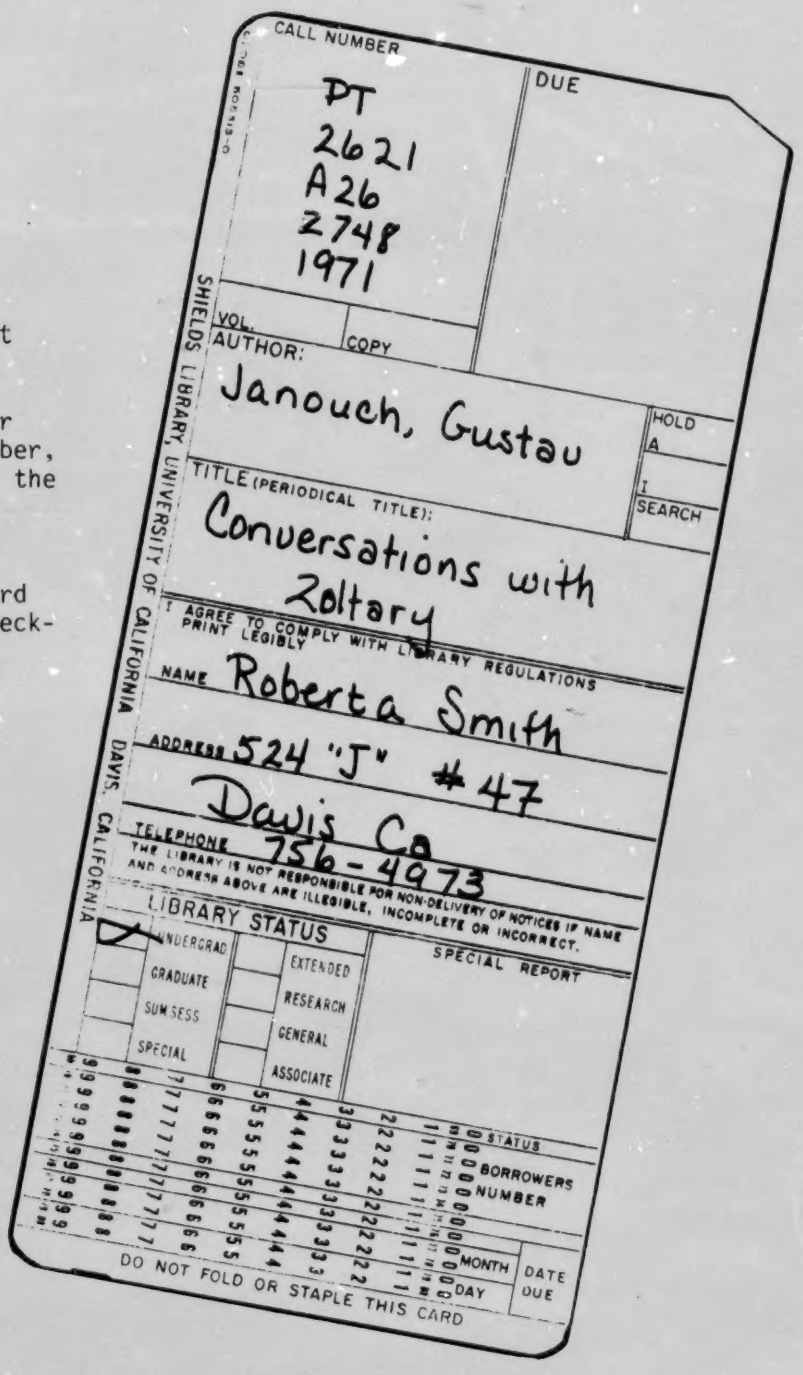
PN1995 A4	comes after	PN1995 A384

2. They don't go back to the card catalog to check the main entry (usually the author card) for books they couldn't find on the shelves. A plastic RESERVE cover is put only on one card--the main entry.

3. They don't take a completed IBM card to the Loan Desk if they still can't find the book. The staff at Loan will see if the books is checked out. If it is, they will call it back. This usually takes one week, which is better than waiting six months for a professor to return his books.

G. HOW TO GET A BOOK OUT OF THE LIBRARY - LEGALLY

1. Always carry your current registration card.
2. Fill out one IBM card for each book. The call number, author, and title are on the inside of the back cover of most books.
3. Hand the book and the card to the student at our check-out station.



II. Library Terminology

All professions develop their own terminology or "jargon". Sometimes, new words are created. More often, however, standard words acquire unique meanings. If you are going to understand libraries and librarians, it helps if you speak "librarianese".

We'll start out with some words commonly used in libraries.

1. ABRIDGED EDITION - an edition shortened by re-writing, omitting, or condensing the original, but retaining the general sense.

2. ABSTRACT - a brief summary that gives the essential points of a book, pamphlet, or article.

3. ANNOTATION - note describing, explaining, or evaluating an item in a bibliography.

4. ANTHOLOGY - a collection of literary pieces by one or more authors.

5. APPENDIX - supplementary information pertaining to, but not essential to, the completeness of a book, generally following the text.

6. BIBLIOGRAPHY - a list of books or other materials on a particular subject-usually arranged alphabetically.

7. BIBLIOGRAPHIC CITATION - a note of reference to a book, periodical article, newspaper article, etc.

8. BIBLIOGRAPHIC FORM - the placing of this listing in correct form. Bibliography entries should be consistent, that is, the same information should always be given in the same order.

9. BIBLIOGRAPHIC INFORMATION - the information given in each citation. For a book, the information consists of: (1) author, (2) title, (3) place of publication, (4) publisher, (5) date of publication.

10. BIOGRAPHY - a written account of a person's life, actions, and character. A biographer is one who writes such an account; a biographee is one about whom the account is written.

11. BOOK CATALOG - a catalog created by photocopying cards, reducing them and binding them in book format.

12. CALL NUMBER - Letters, figures, or symbols, separate or in combination, assigned to a book to indicate its location on shelves.

A typical LC call number:	GV770	=	water sports
	S36	=	author number
A typical Dewey Decimal call number:	797.1	=	water sports
	S36a	=	author number

13. CARD CATALOG - a catalog in which entries on separate cards are arranged in order, listing material in the library by author, subject, and title.

14. CATALOG - a list of books or other materials, arranged according to a definite plan (usually alphabetically). The list records, describes, and indexes the collection.

15. CLASSIFICATION - the system by which the collection of materials is organized and arranged either by subject or form. Call numbers are assigned for location. There are two major classification systems used by libraries in the U.S. These are the Dewey Decimal System and the Library of Congress (or LC) System.

16. COPYRIGHT DATE - the year in which the author applies to the Library of Congress for a copyright on his book. A copyright, like a patent, insures the author against theft of his book or his ideas.

17. DEWEY DECIMAL CLASSIFICATION SYSTEM - a system for classifying books which was developed by Melvil Dewey in the 1870's. Dewey divided human knowledge into 10 main classes, with further decimal division, using a notation of numbers. (See definition for Call Number).

18. DICTIONARY CATALOG - all entries in the catalog, author, title, and subject are arranged in one alphabetical sequence.

19. DIVIDED CATALOG - the author and title entries are arranged alphabetically in one catalog, the subject entries are arranged alphabetically in another.

20. EDITION - the total number of copies of a book printed from one set of type. A revised or new edition indicates that the text has been changed or new material added. The new edition will have a new copyright date.

21. ENTRY - the record of an item in the catalog or a list. Catalog entries are usually typed on cards and filed into drawers, thus creating a card catalog. A card catalog has the advantage of being easily updated, as entries for new books are simply interfiled. Some libraries, especially those with access to a computer now use book catalogs.

22. FOLIO - a book exceeding 12" x 19"

23. GLOSSARY - a list of technical words on a subject, with definitions.

24. HOLDINGS - the books, periodicals and other materials held by the library in its collection.

25. INDEX - v. to list, indicate
    - in a book, an alphabetical list including all or nearly all items, topics or names, covered in a book
    - a tool, usually a book, which lists the topics and locations of articles in magazines or books.

26. LIBRARY OF CONGRESS - the principal library of the U.S. which is located in Washington, D.C. Most items published in the U.S. are collected in this library. The Library of Congress also provides services to other libraries, such as publication of subject heading lists and printing and selling of catalog cards.

27. LIBRARY OF CONGRESS CLASSIFICATION SYSTEM - a system for the classification of books developed by the Library of Congress. This system which uses both letters and numbers is much broader than the Dewey Decimal System so it is favored for larger library collections, such as those in a college or university. (See definition of Call Number).

28. MICROFILM - a photographic reproduction of printed material produced on a roll of film. This film must be viewed on a projector called a microfilm reader. A microfilm reader which also prints copies of the filmed material is called a microfilm reader-printer.

29. PAMPHLET - a publication which usually deals with a single subject and consists of only a few pages bound or stapled together within paper covers.

30. PUBLISHER - the company responsible for the printing and sale of an author's work.

31. PUBLICATION DATE - the year a book comes off the press and is offered for sale. This date is usually the same as the copyright date, but occasionally the copyright date is earlier. Publication date is usually listed on the book's title page.

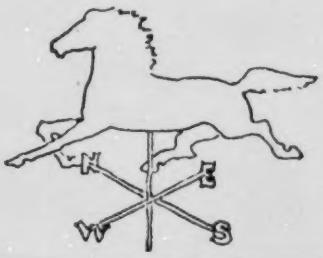
32. REFERENCE BOOK - a book designed to be consulted for specific facts rather than to be read through.

33. STACKS - a series of bookcases, usually double faced, arranged in a room or in a section of a library for compact storage of the principal book collection in the library.

34. TABLE OF CONTENTS - a list of sections, chapters, and other parts of a book with reference to pages in which they begin; an outline of a book's contents generally in the front part of the book.

35. TEXT - the main body of a book as differentiated from notes, appendix, preliminaries, index, etc.

36. TITLE PAGE - the first important page in a book. Information given there usually includes: author's name (or editor's name), title, edition if there is one, and the publisher and place published. The back of the title page, or verso, usually has the copyright date.

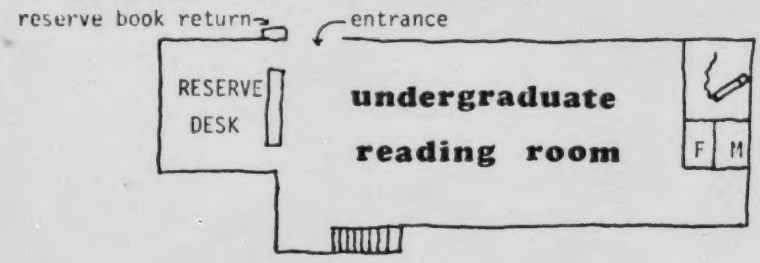


THE GENERAL LIBRARY INFORMATION LEAFLET

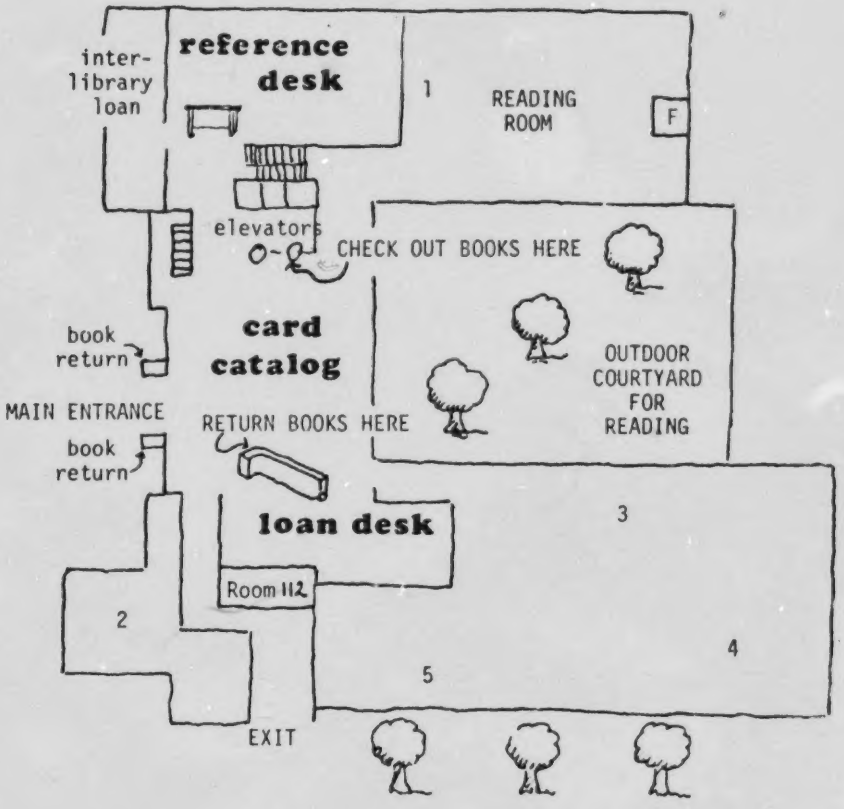
MAIN LIBRARY MAP

UNIVERSITY OF CALIFORNIA, DAVIS

basement



first floor



1 bibliographic center
2 library administration
3 acquisitions
4 cataloging
5 serials

second floor

BOOKS - CALL NUMBERS P-Q; U,V,Z

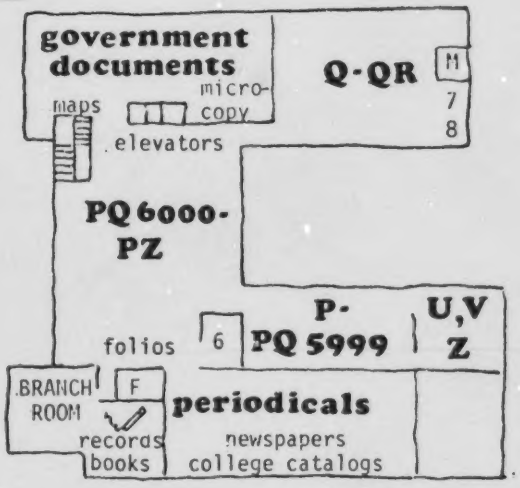
6 copy service

7 Asian American collection

8 Chicano collection

Note: Recent issues of magazines are in the periodicals room. Older issues are bound and filed by call number with books.

The Browsing Collection is in the Branch Room.



third floor

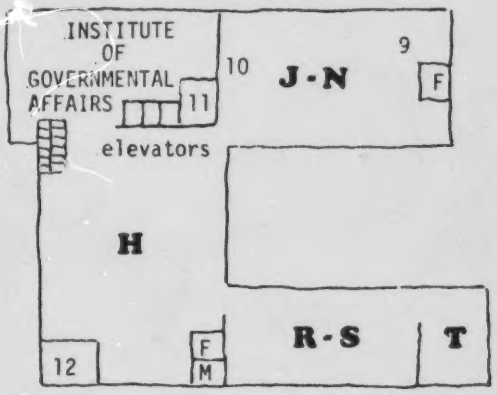
BOOKS - CALL NUMBERS H-N; R-T

9 curriculum collection (elementary & secondary texts not listed in card catalog)

10 Asian language collection

11 ethnic studies unit

12 typing room



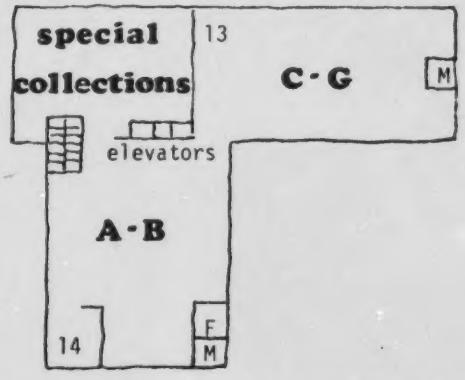
fourth floor

BOOKS - CALL NUMBERS A-G

Special Collections: Rare books, archives, Higgins Library of Agriculture

13 African-Afro-American collection

14 packaging reference library



Books are shelved by the first letter of the call number. Coin operated copy machines and detailed maps of the library are on each floor.

THE CARD CATALOG

I. THE CARD CATALOG

A. ORGANIZATION

B. FUNCTION

II. THE CATALOG CARD

III. THE CARD CATALOG/AUTHOR TITLE CATALOG

A. ENTRY/MAIN ENTRY

B. FILING ARRANGEMENTS IN THE AUTHOR/TITLE CATALOG

IV. THE CARD CATALOG/SUBJECTS

A. THE SUBJECT HEADINGS LIST

B. FILING ARRANGEMENTS IN THE SUBJECT CARD CATALOG

READINGS: GATES: Chapter 4, reread "Classification", especially pp. 41-44, 48-51.
Chapter 5, "The Card Catalog".

Subject Headings Used in the Dictionary Catalogs of the Library of Congress: "Introduction", pp. III-VIII.

I. THE CARD CATALOG

A. ORGANIZATION

There are two major ways in which library catalogs can be organized: as dictionary catalogs or as divided catalogs. A dictionary catalog is one in which all entries (authors, titles and subjects) are filed together in one continuous alphabet. A divided catalog is one in which the three types of catalog entries (author, title and subject) are separated in one or more ways, and in which these cards are then arranged alphabetically into two or three different catalogs.

Most libraries have card catalogs. Each entry is reproduced on a three by five card. These can then be organized into a dictionary or divided catalog. Some libraries, using computers and photo-copying machines, print their catalog in book form.

The University of California at Davis has a divided card catalog. One section of the catalog has all author and title cards; the other section contains all subject cards.

B. FUNCTIONS OF THE CARD CATALOG

A card catalog is the most comprehensive index to the cataloged materials contained in a library system. Consider the many ways in which a card catalog may be used:

1. As a list of every cataloged book in the library system. At Davis, in the main card catalog, you will find the following . . .

   MAIN LIBRARY books are listed by author, title, subject*
   PHYSICAL SCIENCES LIBRARY books are listed by author, title, subject*
   AGRICULTURAL ECONOMICS LIBRARY books are listed by author, title, subject.*

   HEALTH SCIENCES LIBRARY books are listed only by main entry (usually the author)
   LAW LIBRARY books are listed only by main entry (usually the author)

2. As a source of the location of all materials available in the library system.

   This includes not only the branch libraries but also special locations within the main library building, such as Government Documents Department, Special Collections, Reference, and independent specialized libraries such as the library of the Institute of Governmental Affairs. The main card catalog also contains cards for materials in over twenty small department libraries including Agronomy, Art, Botany, Genetics, Music, Plant Pathology, and Zoology.

NOTE: These Academic Department Libraries are usually small duplicate collections of what is available in the University Library system. They are kept in the departments for the convenience of the faculty, students and research staff of the departments. Frequently, materials in these collections are not available except for use in the department library. If you are interested in using a particular department library, inquire at the Reference Desk about its regulations.

3. As a list of every cataloged periodical in the library system. Periodicals are usually listed by title, and often by subject.

4. As a list of microforms, and spoken records in the library system.

* Subject cards are not made for every book that is listed in the catalog. Works of fiction, poetry and drama are not normally given subject headings.

5. As a source of cross references so that the user may be guided from names, titles and subjects not being used.

6. As a display for many information cards which give specific directions and information necessary to assist users in finding what is needed.

7. As a description of each cataloged item sufficiently detailed so that the user can often read the catalog cards and learn enough about the items to decide whether or not the book is worth looking at. (See Section II - THE CATALOG CARD).

a few things that the card catalog cannot do . . .

It is equally important to know what a card catalog does not do:

1. It does not index individual articles that are printed in periodicals. (For such indexing, wait for Assignment 4).

2. It does not index most individual articles and essays collection in anthologies. (Assignment 4, "Essay and General Literature Index.")

3. It does not index all government publications, but it does tell you where to go for assistance.

4. It does not index all material on microcopy, but it gives you directions for assistance.

5. It does not index the contents of newspapers. (Assignment 4, Newspaper indexes).

II. CATALOG CARD

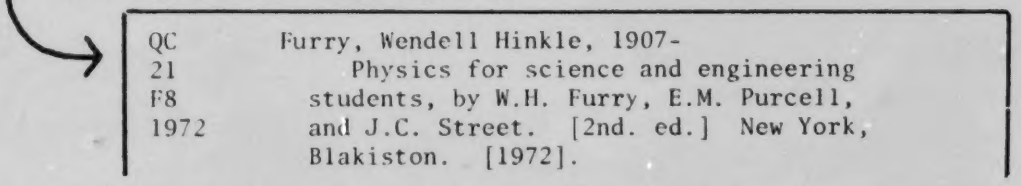
A catalog card is a concise, and often amazingly detailed, description of an item (usually a book or a periodical) in a Library collection.

Each catalog card contains as much information as seems useful to the potential users of the book being described.

A typical catalog card can be studied by dividing it into three sections:

THE TOP

The top section of the card contains the call number, author, title, author statement (if needed), edition statement (if needed), and imprint statement (Imprint means place of publication, name of publisher, date of publication).



QC
21
F8
1972

Furry, Wendell Hinkle, 1907-
Physics for science and engineering students, by W.H. Furry, E.M. Purcell, and J.C. Street. [2nd. ed.] New York, Blakiston. [1972].

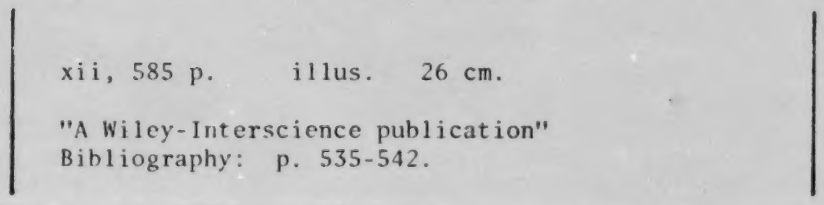
This top section of the card usually represents an attempt to provide the information that appears on the title page of the work, as accurately as possible.

Author statement: a complete listing of all authors, editors, translators, or compilers. This follows the title when there are two or more persons who have contributed to the intellectual content of the book.

Edition statement: when more than one edition of a book is published, the edition statement is useful for identifying the specific text, revision, translation.

Imprint statement: includes the place of publication (if it is not large, it may suggest a local point of view in the book) the publisher's name (the identity of the publisher may suggest the quality of the work) the date (this is most important for indicating the timeliness of the content of the work.)

THE MIDDLE



xii, 585 p. illus. 26 cm.

"A Wiley-Interscience publication"
Bibliography: p. 535-542.

The middle section of the card is reserved for the descriptive notes, which include the collation (number of pages, number of volumes) and the physical description, such as size (given in centimeters) illustrations, maps, tables, portraits, plates, graphs, and series notes.

Additional notes may further describe the book: publishing history, brief listing of contents, and bibliography.

THE BOTTOM

The bottom section of the card is helpful chiefly as a source of possibly useful subject headings.

On most, although not all, catalog cards, there are tracings listed near the bottom of the card.

TRACING: the record on the main entry card of all the additional headings by which the work is listed in the catalog.

The original purpose of tracings was to record, for the librarians in charge of cataloging, a list of each place where a card was filed for the book being indexed. (See below). In other words, tracings show how many catalog cards are made to index a book.

By noting the tracings, you can learn: what subject headings were selected for the book (NOTE: Each word or phrase following an Arabic number indicates a subject heading); if a title card was made; if any other entries were made. (NOTE: Each word or phrase following a ROMAN NUMERAL indicates a title or other added entry.)

1. Steel alloys - Welding. 2 Welded joints - Testing. I. Title. II. Series.

By taking note of the tracings of the subject headings, you can possibly add subject headings to your list and have other places in the Subject Catalog where you might find books related to your research.

The series of numbers and letters that appear at the very bottom of many catalog cards are data useful only to librarians and are not significant for anyone using the catalog card as a research tool.

NOTE: U.C.D. frequently owns many copies of one book and these copies may be in several libraries around the campus. This information is put under the call number on the catalog card.

Means:

U.C.D. owns 3 copies.

c. 1 is in the Animal Sciences Library

c. 2 is in the Agricultural Economics Library

c. 3 is not mentioned therefore it is in the main library.

S
459
A4
1972
3c.

Adams, John,
Beef cattle.
McGraw, 1972.
650 p. illus. bib

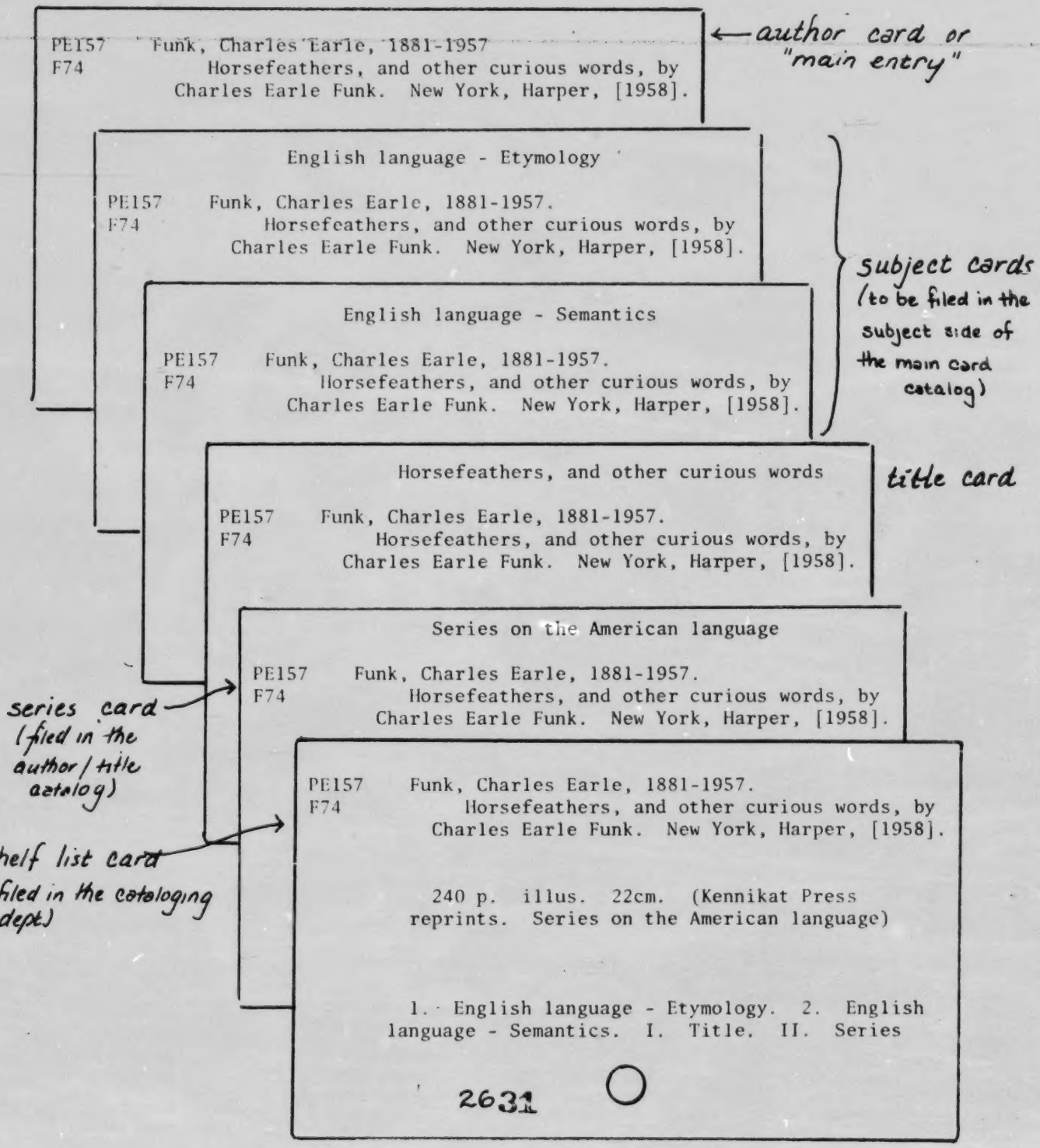
c.1
Animal Science

c.2
Ag. Econ.

1. Cattle I. Ti

the "set" of cards

Once a basic card has been created for a book, a set is printed. Filing headings are typed on the top of each card, one for each item in the tracings. The set is split up and filed in the main card catalog by the words on the top line of the card. These are the entry words for the card.


PE157 Funk, Charles Earle, 1881-1957
F74 Horsefeathers, and other curious words, by Charles Earle Funk. New York, Harper, [1958].
← author card or "main entry"
English language - Etymology
PE157 Funk, Charles Earle, 1881-1957.
F74 Horsefeathers, and other curious words, by Charles Earle Funk. New York, Harper, [1958].
English language - Semantics
PE157 Funk, Charles Earle, 1881-1957.
F74 Horsefeathers, and other curious words, by Charles Earle Funk. New York, Harper, [1958].
subject cards (to be filed in the subject side of the main card catalog)
Horsefeathers, and other curious words
PE157 Funk, Charles Earle, 1881-1957.
F74 Horsefeathers, and other curious words, by Charles Earle Funk. New York, Harper, [1958].
title card
Series on the American language
PE157 Funk, Charles Earle, 1881-1957.
F74 Horsefeathers, and other curious words, by Charles Earle Funk. New York, Harper, [1958].
series card (filed in the author/title catalog)
PE157 Funk, Charles Earle, 1881-1957.
F74 Horsefeathers, and other curious words, by Charles Earle Funk. New York, Harper, [1958].
240 p. illus. 22cm. (Kennikat Press reprints. Series on the American language)
1. English language - Etymology. 2. English language - Semantics. I. Title. II. Series
2631
shelf list card (filed in the cataloging dept)

SOME VARIATIONS FROM THE NORM

TITLE MAIN ENTRY

Some books have no author listed. The title card becomes the principle or main entry.

TR9
F6
1965

The Focal encyclopedia of photography. ¡Fully rev. ed.¡ London, New York, Focal Press ¡1965¡

2 v. (xiviii, 1699 p.) illus. (part col.) ports. 25 cm.

1. Photography-Dictionaries.

OPEN ENTRY

Serials receive an "open" entry listing the date of the library's oldest copy. The "-date" shows that the serial is still being received by the library. An entry like this

1931-1957

means we have issues from 1931 through 1957.

AP2
N5

Newsweek.
v. 12-date
Nov. 7, 1938-date
New York.

BUFF SLIP

This buff colored "on order" card is filed under the author's name. Check at the loan desk to see if the book has been received--chances are that it is in the library.

ORDER NO. DC 39799
DATE OF ORDER 12-4-67
DEALER ASIOC.
Asian Studies
NO VOLS | NO COPIES
FUND
L&S:Orient. Lang.
DESTINATION ASIAN LANG COLL.
RECOMMENDED BY B.Wallacker

PUB. CAT.

LC. CARD NO.

Têng, Ssu-yü, 1906-
Chung-kuo k'ao shih chih tu shih

Taipei,
HB ed.
Cat. #23, item 2303

1957

$2.00

THIS HAS BEEN ORDERED

27

III. THE AUTHOR/TITLE CATALOG

It would seem that the author/title card catalog would be a relatively simple piece of machinery, but because of the size and diversity of U.C.D.'s collection, the catalog is exceedingly complex. It abounds in cross references linking variant spellings to correct spellings and old names to new names. The millions of cards in it are organized by enough filing rules to fill a book. It is often difficult to establish who or what is the author of a book, for groups, such as universities and private companies, may be authors. Many books are listed by title only, because the author is unknown or because a publisher organized the efforts of many writers for an encyclopedia or magazine.

A. ENTRY/MAIN ENTRY

1. WHAT IS THE MAIN ENTRY?

Every card (subject, author, title, editor, etc.) for a book that appears in the card catalog can be called an entry since the book is entered in the catalog by the card. One card usually the author card is designated as the main entry for the item. It is the principal card for the book and serves the following functions.

a. Gives the most complete information known about an item that is cataloged. The main entry card has on it all of this information.

b. Gives location of all cataloged copies of books and periodicals and other material in the library system.

c. All editions of a book in the library are listed together by the main entry.

d. For periodicals, the main entry card is the only card that will list the complete holdings available in the library system.

e. For Reserve Books, only the main entry card will have a clear plastic sleeve on it with the direction: APPLY AT RESERVE DESK.

f. For books in the Law Library and in the Health Sciences Library, the main entry cards will be the only ones found in our main card catalog.

The main entry card is usually the author card, although the title card is used when no author is identified (see examples pp.

All other cards that form the "set" of cards for a book are called added entries since the top line (filing line) is added to a basic main entry card. Added entries are made for subjects, titles, joint authors, editors, series, etc.

2. HOW TO RECOGNIZE A MAIN ENTRY WHEN YOU SEE ONE.

The method is simple. Look at the call number and then at the words or names on the same line and the first letter or letters of the call number.

the main entry is typed on the same line as the beginning of the call number →

Reinforced plastics

TP Mohr, John Gilbert, 1913-
1177 SPI handbook of technology and engineering
M63 of reinforced plastics [by] J. Gilbert Mohr.
1973 2nd ed. New York, Van Nostrand Reinhold Co.
[1973].

x, 405 p. illus. 27 cm.

1. Reinforced plastics. I. Title

3. THE MAIN PROBLEM WITH MAIN ENTRIES - CORPORATE AUTHORSHIP

Normally, the main entry for printed material in catalogs is made under the author's last name; unfortunately, many serials and books defy simple cataloging rules. Some of these fall into the category librarians label as corporate entries.

Obviously, only people can write books. Yet, when an individual or group of individuals creates a work under the auspices of a governmental body, an institution (like the University), or an association, the corporate body, rather than the individuals involved, gets credit for the work.

a. GOVERNMENTAL BODIES

Governmental bodies (like departments, agencies) are usually listed just under the name of the country, state, or city that controls them.

U.S. Congress. House.
U.S. Food and Drug Administration
California. Department of Human Resources
Sacramento, California. City Council.

There are some exceptions to this rule. Research groups, some parks, museums and utilities are not listed under the name of the controlling government. However, such exceptions are infrequent.

b. INSTITUTIONS

Most public schools are listed under the governmental body that controls them or under their location.

University of London. ⟶ *London. University.*

Department of English at Sacramento State University. ↩

California. State University, Sacramento. Department of English.

3. ASSOCIATIONS

Organizations, clubs and associations are listed as the author or main entry when the book or serial is considered to express their corporate thought rather than the work of individuals speaking for themselves.

Biographical Directory of the American Medical Association.

American Medical Association. Biographical directory.

Also, if the title of a serial includes

THE NAME OF A CORPORATE BODY + A TERM LIKE "JOURNAL"

the serial will usually be entered under the name of the organization. Any time you see one of the following terms, check to see if a corporate entry will be used:

annals
announcements
bulletin
journal
proceedings
publications
transations

Journal of the American Medical Association.

American Medical Association. Journal.

BUT:

Journal of histology. ⟶ *Journal of histology.*

It's not a corporate entry, just a simple title entry. There is no corporate author involved. It is the journal of a subject.

4. CONFERENCES, SYMPOSIA, ETC.

These are usually entered under the full name of the conference or symposium and are then subdivided or further identified by the number, place and date of the event.

The Eighth Congress of Cell Biology held in Leyden in 1954.

Congress of Cell Biology, 8th, Leyden, 1954.

but, reports of meetings of organizations will be listed under the name of the organization

American Medical Association. Proceedings of the annual convention.

B. FILING ARRANGEMENTS IN THE AUTHOR/TITLE CATALOG

Languages were designed to be spoken and written, they were not designed to be filed, so when several million cards must be filed in a logical order - as in our main card catalog - some logical problems arise to insure consistency, our filers rely on a book of filing rules that cover all of the variations and problems they will encounter in the average day of filing cards into the main card catalog. As a library user you will find that knowing a few rules will greatly increase the percentage of materials you can find in the card catalog without the assistance of a librarian.

1. AUTHORS AND TITLES ARE ARRANGED ALPHABETICALLY WORD BY WORD

New art around the world

A new bat of the genus Myotis

Ignore articles--a, an or the at the beginning of a title in any language; articles are not ignored in the middle of a title.

2. FILE TOGETHER ALL ENTRIES BEGINNING WITH THE SAME WORD BEFORE FILING ENTRIES WHICH START WITH THE SAME GROUP OF LETTERS BEGINNING A LARGER WORD.

West Virginia
Western

Minutes of a murder
Minutes of anxiety

3. PUNCTUATION AND FILING ORDER

Titles are not affected by punctuation, ignor them.

A Dog's howl
Dogs: mans best friends
Dogs of Scotland
The Dogs' power of reasoning
Dogs, survivors of primitive cultures

Hyphenated words are filed as if they were two words

Land-forms of Egypt
Land forms of India
Land zones

4. ABBREVIATIONS AND NUMBERS ARE FILED AS IF SPELLED OUT FULLY

Dr.	*Doctor*	*Mr.*	*Mister*
St.	*Saint*	*Mrs.*	*Mistress*
M'	*Mac*	*Ms.*	*Ms (it is not an abbreviation)*
Mc	*Mac*		
Gt. Brit.	*Great Britain*	*No.*	*Number*
		U.S.	*United States*

5. INITIALISMS

Initialisms are filed at the front of the letter grouping. Each initial is treated like a full word, since it stands for a full word.

A A J C information exchange
A G A R D advisory report
A H E A bibliography on higher education
Aberg, Bertil

Exception: Some acronyms, like NATO (North Atlantic Treaty Organization) and UNESCO (United Nations Educational, Scientific Cultural Organization) are so common that they are now considered to be words, not acronyms. They are filed as words, and not in the acronyms section at the beginning of the letter.

6. NUMERALS

Numerals in the titles of books are arranged as if spelled out in the language of the rest of the title.

101 Dalmatians	*One hundred one Dalmatians*
100,000,000 guinea pigs	*One hundred million guinea pigs*
No. 10 Downing Street	*Number ten Downing Street*
15 Contes de Victor Hugo	*Quinze Contes de Victor Hugo*

7. SIGNS

Signs used in place of an author's name without preceding letters, are filed before the letter A.

??? Memoirs of an explorer
The reasons for crime
ABC The genesis of a television show
Aaron, Henry My career in baseball

Symbols are filed as if spelled out

&	*and*
&	*et (if title is in French)*

8. COMPOUND WORDS

Words printed as one word are arranged as one word. Titles beginning with a compound word are arranged as printed.

Hand book of chemistry
Hand over the cash
Handbook of algebra

9. ELISIONS

Elisions are letters skipped in printing which have an apostrophe in their place to indicate the omission.

Cap'n Andy
Capone and his gang
Who'd be king?
Who's who in America

The punctuation is ignored and the omitted letters are ignored.

10. MODIFIED LETTERS

The ä, ö, ü in German, Scandinavian and several other European languages are arranged as if written out, ae, oe, ue.

11. WORDS SPELLED TWO WAYS

For titles in English, each library selects one way, and files all such words in that way no matter which way they are spelled.

In this library:

Labor and Labour	*Labor*
Defense and Defence	*Defense*
Medieval and Mediaeval	*Medieval*
Encyclopedia and Encyclopaedia	*Encyclopedia*
Theater and Theatre	*Theater*

Titles in languages other than English, are filed exactly as they are spelled.

12. NAMES WITH PREFIXES

Van Buren, Helena	*De la Fontaine*
Vance	*D'Emil, Jacques*

BASIC ARRANGEMENTS

1. BOOKS BY THE SAME AUTHOR

When the library owns more than one book by an author, the cards are sub-arranged by the titles of the books.

Faulkner, William	*As I lay dying*
Faulkner, William	*Light in August*
Faulkner, William	*The sound and the fury.*

EXCEPT: the titles, Works and Complete Works are arranged before individual titles of works.

The editions of the same title are arranged by date, with the latest edition first.

2. PEOPLE BEFORE PLACES. PLACES BEFORE TITLES.

Brown, Thomas *(people come first)*
Brown, Alabama *(places follow people)*
The brown bear *(titles follow all personal names and places)*

or

California. Public Welfare Department.
California. University.
California bound

SOME WORDS FOR THE WEARY

After reading all of these rules, you may now feel confused, or indifferent, and firmly believe you'll never even approach an understanding of the system.

Hopefully, the working assignment involving filing rules will give you some practice to help you fix some of these rules in your memory. In addition to that, however, you have now been alerted to some of the intricacies and complexities that all library users have to face when searching for material in any card catalog.

There are three steps that you should always take when you experience difficulty in finding what you are looking for:

1. Check the possibility that the key word may be misspelled.

2. Try all possibilities: this is best done by continuing to look a bit farther in the card tray after you think you've reached the end of the search. This works best with corporate entries rather than with personal names.

3. Ask a Reference Librarian to check over your work before you decide that the item you need is not in the Library.

VI. THE SUBJECT CATALOG

The Subject Section of the Main Card Catalog (hereafter called Subject Catalog) is at once simpler and more complex than the Author/Title Catalog. It is simpler because you do not get involved in the problem of specific "Entry" as you do in the Author/Title Section. Also, the filing arrangement is simpler. It is more complicated because you get involved with trying to translate concepts, ideas, vague thoughts, into the specific word or phrase used.

Books are listed in the subject card catalog by subject headings which describe either partly or fully, the contents of the book. In the past subject headings were typed in red on the top of each card. Now red typed guide cards are used so that typists do not have to type on each card.

A. THE L.C. SUBJECT HEADINGS LIST

In order to be sure that the same word or words are used for the same topic each time it appears in the subject card catalog, we use a subject headings list. U.C.D. uses the Library of Congress Subject Headings List. It was designed for the Library of Congress in Washington, D.C. and is well suited to a large library.

The List contains headings that are currently used at L.C. Our catalogers use them whenever we have a book on a topic listed; however, our catalogers can create new headings if we purchase a book on a topic not included in the List. Also, certain specific words are routinely omitted from the LC Subject Headings List to save space.

These are

proper nouns	*names of structures*
names of places	*names of groups*
many scientific terms	*many religious terms*

These can be used as subject headings.

Many types of books are not listed in the subject side of the card catalog because they have no "subject". These include novels, plays, stories, poems, etc. Subject cards are made only when a topic is fully discussed in a book.

uses of the L.C. Subject Headings List

While the List was designed for catalogers, it can be very useful to the researcher for the following purposes:

1. it will show you the words and phrases that will be used in the card catalog. You won't have to wander from one end of the card catalog to the other.

2. it will show you a variety of cross references and related words you can check.

Location of Subject Headings Lists

One copy is located in the middle of the subject catalog area.

A second copy is near the Reference Desk. Reference librarians use it frequently when helping patrons decide upon the appropriate subject headings for topics.

How to use the Subject Headings List

1. Make a list of all the words and/or phrases that you can think of that are related to the topic you are researching.

2. Look up each word and/or phrase.

3. Note the related words listed before and after each word you look up. Do any of these related words seem more specifically suited to your topic? Do any of these words suggest additional places to look?

4. Continue to follow each lead until you feel satisfied that you have found all the useful, significant subject headings for your topic.

5. Using the final list of subject headings that you have compiled, move to the Subject Catalog and begin compiling your list of possible sources of information.

A SAMPLE SUBJECT SEARCH

1. Go to the subject word list, SUBJECT HEADINGS USED IN THE CATALOGS OF THE LIBRARY OF CONGRESS.

2. Look up the topic you are researching. Use the most specific term you can think of--in this case, look up free speech.

You will find, on page 514 of the book, this:

Free choice of employment *(Continued)*
Freedom of occupation
Liberty of employment
Liberty of occupation
Occupation, Free choice of
cf Civil rights
Labor and laboring classes
Labor laws and legislation
Labor supply
Occupations
Personality (Law)
Professions

Free-Soil Party *(JK2336)*
Subdivided by locality, *e.g.* Free-Soil Party Massachusetts
Free-Soil Party. Massachusetts
Note under Free-Soil Party
Free speech
See Liberty of speech
Free thought *(BL2700-2790)*
sa Agnosticism
Bible – Evidences, authority, etc.
Rationalism
Religious liberty
Skepticism

You learn that the term "Free speech" is not used in the catalog.

Instead, we will use LIBERTY OF SPEECH.

The words in the darker, heavy-face type are words that will be used as subject headings in the card catalog whenever we own books on the subject. Therefore, when there is a viable subject heading in the Subject Headings List, and there are no books listed under the heading in the card catalog, you can assume that U.C.D. has no books on the subject.

3. Look up LIBERTY OF SPEECH

On page 737 you will find this.

LIBERTY OF SPEECH is the subject heading that can be used in the card catalog. It is in heavy type.

Below LIBERTY OF SPEECH, you will find a list of other words.

The first group of words is preceded by the letters sa

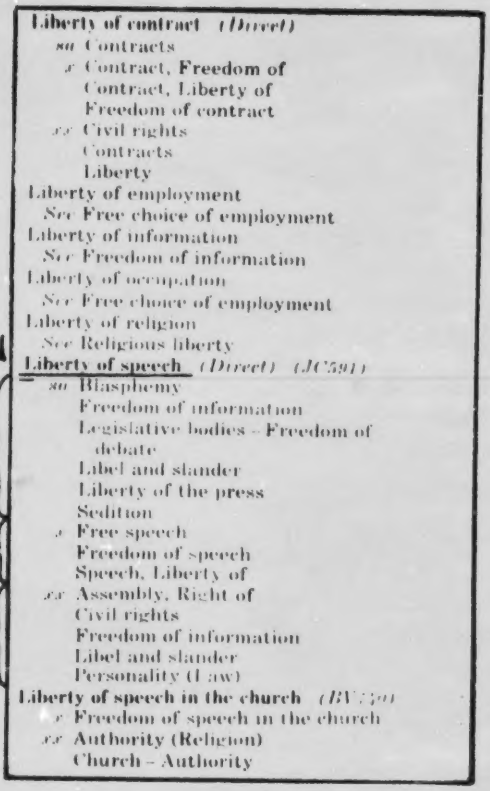
sa means see also

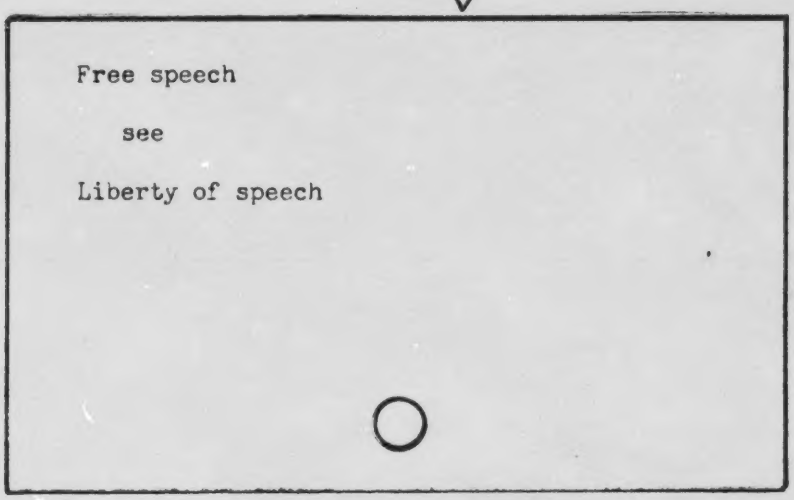
In other words, if you are not satisfied with the books you find listed under LIBERTY OF SPEECH, you could check each word from BLASPHEMY to SEDITION.

Below the word SEDITION is the letter x.

x means see.

In the card catalog, if you had looked up "Free speech" (or "Freedom of speech", or "Speech, Liberty of"), you would have found cards that look like this:





Most x words are synonyns for the correct subject heading.

The final group of words under LIBERTY OF SPEECH is preceded by xx

xx means see also

Librarians will have a specific use for this in cataloging books; however, students can use the list for more topics related to the original heading.

4. Having looked over the words given under LIBERTY OF SPEECH, make a list of those that you wish to look up in the Card Catalog. You have eleven possible headings listed as xx or sa under LIBERTY OF SPEECH.

5. Now, look up LIBERTY OF SPEECH in the subject section of the Card Catalog. You will find cards for 12 books on LIBERTY OF SPEECH.

Review:

1. Subject headings printed in bold faced type can be used in the subject card catalog.

2. x means see. Headings listed beside and under the x will not be used in the subject card catalog.

3. xx and sa mean see also. Headings listed beside and under these letters can be used, as needed, in the card catalog.

USING TRACINGS TO EXPAND YOUR LIST OF HEADINGS

In addition to using the LC Subject Heading List to build a list of viable headings, you can use the tracings found on most catalog cards to find more headings. Let's look at one of the books filed under LIBERTY OF SPEECH.

Liberty of speech

TK6570
B7
M29

MacLeish, Archibald, 1892-
In honor of a man and an ideal, by Archibald MacLeish. New York, Da Capo Press, 1942.

35p. 21x15½ cm.

1. Radio broadcasting. 2. Reporters and reporting. 3. Liberty of speech. I. Title.

This book is also filed under RADIO BROADCASTING and REPORTERS AND REPORTING. You may wish to add these headings to your list, since there may be other books similar to this.

The reason for checking tracings hopefully is clear. It will provide you with subject headings that you would not ordinarily find by using only the Subject Headings List. This is because some of the subject headings are not related to LIBERTY OF SPEECH as closely as those found in the Subject Headings List. The logic of a book may require subject headings quite remotely related to LIBERTY OF SPEECH.

SUBDIVISIONS OF HEADINGS

Many subdivisions can be subdivided to make them more precise. There is a good discussion of subdivisions on pp. iv-vi of the "Introduction" section of the Subject Headings List.

If you had looked in the subject card catalog under LIBERTY OF SPEECH you would have found the following headings.

Liberty of speech ← this first group contains general books

Liberty of speech - Addresses, essays, lectures

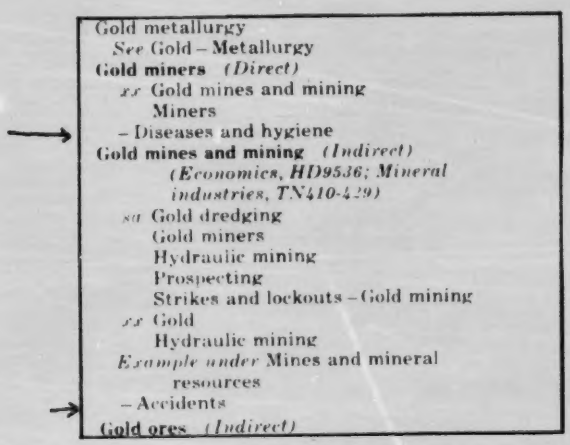
Liberty of sppech - Bibliography

Liberty of speech - China

Liberty of speech - U.S.

Liberty of speech - U.S. - Periodicals, societies, etc.

Some unique subdivisions are listed in the Subject Headings List under the main heading.



Gold metallurgy
See Gold – Metallurgy
Gold miners *(Direct)*
xx Gold mines and mining
Miners
– Diseases and hygiene
Gold mines and mining *(Indirect)*
(Economics, HD9536; Mineral industries, TN410-429)
xx Gold dredging
Gold miners
Hydraulic mining
Prospecting
Strikes and lockouts – Gold mining
xx Gold
Hydraulic mining
Example under Mines and mineral resources
– Accidents
Gold ores *(Indirect)*

However, most subdivisions are not listed in the Subject Headings List. They are added on by catalogers as needed.

Most subdivisions are not put in the list because they would be repetitive. These fall into four basic, standard categories.

form divisions (type of book)

- *Abstracts*
- *Bibliography*
- *Dictionaries*
- *Handbooks, manuals, etc.*
- *Indexes*
- *Periodicals, societies, etc.*

topical divisions (content of book)

- *Description and travel*
- *Economic relations*
- *Foreign relations*
- *History*
- *Politics and government*

time divisions

Example: *American literature - Colonial period*
American literature - Revolutionary period
American literature - 19th century
American literature - 20th century
} filed chronologically

Under the word "History" in the Subject Headings List, there is printed a full set of examples of how this category of subdivision actually appears.

geographical divisions

Example: *American literature - Boston*
American literature - California

NOTE After you have checked all possible places in the SUBJECT section of the Card Catalog, you should make certain that you have the following information before you leave the card catalog area.

1. A list of all subject headings that you feel will be helpful to you. This will be useful when you later on begin to search for periodical articles in indexes and abstracts in the reference room.

2. A list of all the books, including complete call numbers, that you think could be useful when writing your term paper.

B. FILING ARRANGEMENTS IN THE SUBJECT SIDE OF THE CARD CATALOG.

1. As in the author/title catalog, people come before places

PEOPLE, THEN PLACES

Ireland, William Henry (he is the subject of the book, not the author)

Ireland - Description and travel

2. When filing subdivisions, certain rules are followed.

PERIODS AND DASHES ARE INTERFILED

California - Bibliography
California. Department of Education
California - Description and travel

PARENTHESES FOLLOW DASHES AND PERIODS

California (Province)

INVERTED HEADINGS COME LAST

California, Northern

3. PERIOD OR TIME SUBDIVISIONS ARE FILED CHRONOLOGICALLY, NOT ALPHABETICALLY.

American literature - Nineteenth century
American literature - 1861-1890
American literature - Twentieth century
American literature - 1918-1939
American literature - 1920-1929

sample of subject filing

Education
Education-Abbreviations
Education-Arms and objectives
Education-Arms and objectives-Addresses, essay
Education-Bibliography
Education-Underdeveloped areas
Education-Early works to 1800
Education-1965
Education-Africa
Education-Zambia
Education, Agricultural
Education and anthropology
Education of adults
Educational acceleration

REFERENCE WORKS

I. Reference Works (Reading: Gates, Chapter 6, p.75-81)

- A. General Guides to Reference Works
- B. Evaluation of Reference Works

II. Types of Reference Works

- A. Dictionaries (Reading: Gates, Chapter 7, p.82-91)
  1. General - English language
  2. Specialized
  3. Foreign languages
  4. Subject
- B. Encyclopedias (Reading: Gates, Chaper 8, p.92-98)
  1. General
  2. Subject
- C. Atlases, Gazetteers. (Reading: Gates, Chapter 11, p.125-130, Chapter 12, p.131-136)
- D. Yearbooks, Almanacs, and Handbooks
- E. Directories
- F. Biographies (Reading: Gates, Chapter 10, p.114-124)
  1. Universal
  2. National or Regional
  3. Professional or Occupational
- G. Specialized Indexes.
  1. Quotations
  2. Poetry
  3. Short Stories
  4. Drama

I. GENERAL REFERENCE WORKS

A general reference work is one which gives information on a topic, a theme, an event, a person, a date, a place, or a word. It is broad in scope and provides specific data in itself. It is consulted for items of information and is not intended to be read from cover to cover.

A. Guides to reference books

**Z1035
W52
1968
QR

Winchell, Constance M.
Guide to reference books. 8th ed. Chicago, American Library Association, 1967. Supplements 1965-70.

This guide contains an evaluative list of selected reference books, English and foreign; it compares their value under major headings: General Reference Works; the Humanities, Social Sciences; History and Area Studies; and Pure and Applied Sciences. Each group is subdivided by specific type of work, by subject, and/or by country.

Z1035.1
W33
1966
QR

Walford, A.J. (ed.)
Guide to reference material. 2nd ed. London, Library Association. 3 vols.

This guide is international in scope but with a strong British emphasis.

vol. 1: Science and Technology, 1973.
vol. 2: Social and historical sciences, philosophy and religion, 1969.
vol. 3: General works, language, literature, fine arts, 1970.

B. Evaluation of reference works

One of the most useful skills you can acquire from a course on library research is the ability to evaluate books - to decide when and how to use them.

When you approach a book you should first consider its coverage including

1. what it includes and what it excludes.
2. the type of information it gives about each topic covered.
3. the years it covers (chronological coverage)

You should also look for the best method of using the book including:

1. its overall arrangement - classified, alphabetical, chronological, etc.
2. its indexes

Aside from examining the book yourself - which is usually the best way to learn about it - you can learn when and how to use it by reading its preface and by referring to guides to reference books such as Winchell.

B. TYPES OF REFERENCE WORKS

A. DICTIONARIES

1. General Dictionaries

A general dictionary is a reference book containing words alphabetically arranged along with information about their forms, pronunciations, functions, etymologies, meanings and syntactical and idiomatic uses.

PE1625
W36
R — Webster's third new international dictionary of the English language. (One copy is near the door to the Reference Office.)

PE1625
W3
R — Webster's new international dictionary of the English language. 2nd edition.

PE1625
O88
R — Oxford English dictionary. (Located under its editor, Sir James Murray; original title New English dictionary. Usually called the O.E.D.)

**PE1630
B3
R — The Barnhart dictionary of new English since 1963.

2. Specialized Dictionaries

Dictionaries containing only specific types of words, such as slang, synonyms, or acronyms are called specialized dictionaries.

**PE3729
A5
W4
QR — Wentworth, Harold
Dictionary of American slang.

PE1591
W4
QR — Webster's new dictionary of synonyms.

**PE1693
G3
QR — Gale Research Company.
Acronyms and initialisms dictionary.

**ALL BOOKS PRECEDED BY ASTERISK IN THIS HANDOUT WILL BE ON THE ENGLISH 48 BOOKTRUCK FOR ONE WEEK. PLEASE USE THEM AND REPLACE THEM PROMPTLY ON THE TRUCK. BOOKS THAT ARE NOT MARKED WITH AN ASTERISK WILL BE IN THEIR CORRECT SHELF POSITION. PUT EACH ONE AWAY ACCURATELY, SO OTHERS CAN FIND THEM.

QR = Quick Reference
R = Reference stack area

3. Foreign Language Dictionaries

Dictionaries equivalent to Websters and the O.E.D. exist for most European languages; however, most students are interested in bi-lingual dictionaries. These can be easily found in the reference card catalog or the main card catalog under the heading

ENGLISH LANGUAGE - DICTIONARIES - NAME OF OTHER LANGUAGES

or

FRENCH LANGUAGE - DICTIONARIES - ENGLISH
(or any other language)

4. Subject Dictionaries

Subject dictionaries contain words about particular subjects - such as biology, theology, history, chemistry, etc. They are filed by subject in the card catalogs. BIOLOGY-DICTIONARIES

HB61
S5
1971
R

Sloan, Harold Stephenson
Dictionary of economics.

QD5
H3
1969
R

Hackh, Ingo Waldemar Dagobert
Chemical dictionary, American and British usage.

K13
B53
1951
QR

Black's law dictionary.

BF32
E5
R

English, Horace Bidwell and English, Ava C.
A comprehensive dictionary of psychological and psychoanalytical terms.

B. ENCYCLOPEDIAS

1. General Encyclopedias

A general encyclopedia gives an overview of all subjects, including definition, description, background, and bibliography.

AE5 — Encyclopedia Britannica.
E6
R

AE5 — Encyclopedia Americana.
A5
R

AE5 — World Book Encyclopedia.
W55
R

2. Subject Encyclopedias

Subject encyclopedias deal with specific subjects.

H40 — International encyclopedia of the social sciences.
A2 — 17 vols.
I5
R

Q121 — McGraw-Hill encyclopedia of science and technology.
M3 — 15 vols. and supplements.
R

N31 — Encyclopedia of world art.
E54 — 15 vols.
R

LB15 — Encyclopedia of education.
E47 — 10 vols.
R

C. ATLASES & GAZETTEERS

1. Atlases

An atlas contains maps, plates or charts. It may have explanatory text. Some current atlases are kept in the atlas cases in the Reference Department. Some are in the main library stacks. Many are kept in the Government Documents map collection

fG1019
T5
1955
ATLAS
CASE

The Times, London.
The Times atlas of the world. 5 vols.

fG1046
Q1
R3
ATLAS
CASE

Rand McNally and Company.
Rand McNally commercial atlas and marketing guide.

2. Gazetteers

Most gazetteers are dictionaries of places. They usually give geographical facts like latitude, longitude, population, etc.

**qG103
L5
1962
QR

Columbia Lippincott gazetteer of the world.

G103
W4
1972
R

Webster's new geographical dictionary.

**G103
T5
QR

The Times world index gazetteer.

This is a companion to The Times atlas of the world. It is used to pinpoint the latitude and longitude of places before looking them up in maps or atlases.

D. YEARBOOKS, ALMANACS & HANDBOOKS

1. ENCYCLOPEDIA YEARBOOKS

Most encyclopedia sets are updated by yearbooks or annuals which summarize current events. In the reference area two yearbook sets are kept.

AE5
A55
R — The Americana Annual.

AE5
E65
R — Britannica Book of the Year.

2. YEARBOOKS

While encyclopedia yearbooks attempt to summarize all important events of the year, most yearbooks focus on the statistics or facts in a specific discipline.

Examples

JA51
S7
QR — The Statesman's year-book.

LB2300
Y4
QR — Yearbook of higher education.

3. ALMANACS

Historically almanacs printed astronomical and meteorological predictions and data for farmers and mariners. The Old Farmer's Almanac has been publishing annual weather predictions for farmers for over 150 years. However, today most almanacs are compendiums of statistical data designed to answer simple reference questions.

**AY64
I55
QR — Information Please Almanac; Atlas and Yearbook.

**AY67
N5
T55
QR — The Official Associated Press Almanac.

AY
67
W6
QR — The World Almanac and Book of Facts.

AY
754
W5
QR — Whitaker's Almanac.

4. Handbooks

Handbooks are usually one volume, concise reference books covering a specific field of knowledge.

QD65
C4
QR — CRC Handbook of Chemistry and Physics.

**AG243
G87
R — Guinness Book of World Records.

**AG5
K3
1964
R — Kane, Joseph N. Famous first facts.

E. DIRECTORIES

A directory lists the names and addresses of persons, organizations or institutions. Other pertinent information may be given. The Reference Department maintains a file listing several hundred directories.

**HS17
E5
QR — Encyclopedia of Associations.

AS25
D5
QR — Research Centers Directory.

**LA226
A6
QR — American Universities and Colleges.

LA226
H8
QR — The College Blue Book. 10 vols.

F. BIOGRAPHIES

A biography is the written history of a person's life.

1. Universal Biographies.

   A universal biography is not limited to any state, country or profession.

   **CT103 W4 QR — Webster's biographical dictionary.

   PE1625 C43 QR — New century cyclopedia of names.
   This work also lists fictional names and geographic names.

   CT100 C8 QR — Current biography.

   Z5301 B5 Table B — Biography index.

2. National or Regional Biographies

   A national or regional biography is limited in coverage to particular countries or regions, but includes persons of all professions and occupations.

   E663 W5 QR — Who's who in America.

   DA28 W5 QR — Who's who. (British)

   DA28 D52 R — Dictionary of national biography. (Called the DNB)

   E176 D5 R — Dictionary of American biography. (DAB)

   E36 N3 R — National cyclopedia of American biography. (The call number for the index is E36/N37/R).

3. Professional or Occupational Biographies

   A professional or occupational biography is limited to persons in specific professions or occupations.

G. SPECIALIZED INDEXES

Short literary works, such as poems, plays and short stories, are usually published in collections or anthologies. Unfortunately, each item will not be listed in our card catalog. The cost of making the cards would be prohibitive. Consequently, in order to find a poem, short story, or play, you will probably follow a two step search.

1. Use an index to get the name of a collection containing the poem, play or short story.

2. Use the main card catalog to see if U.C.D. owns the collection.

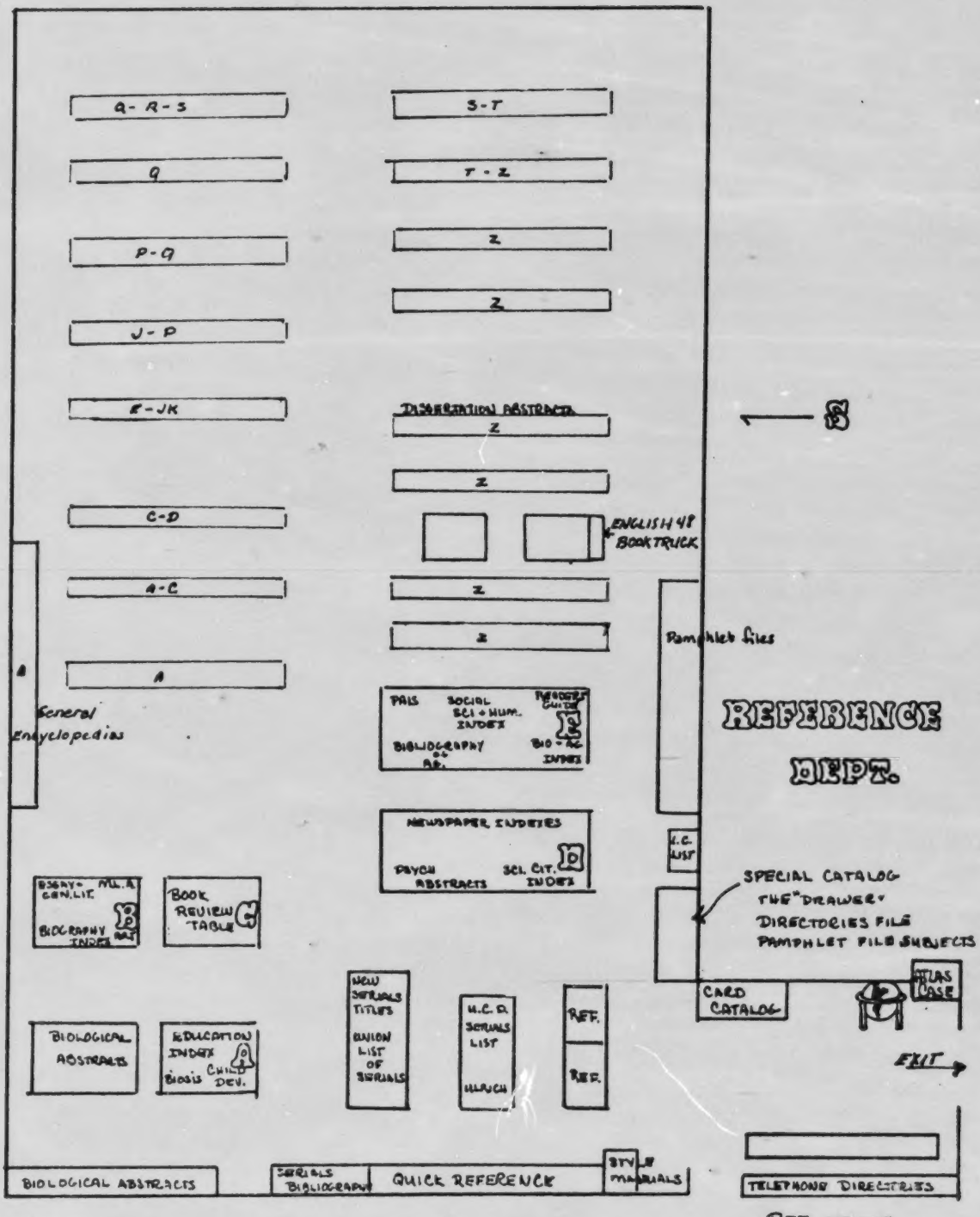
Specialized indexes can also be used to identify quotations and poems.

**PN6081 Bartlett, John
B3 Familiar quotations.
QR

**PN1021 Granger, Edith
G7 Granger's index to poetry.
QR

**Z5917 Cook, Dorothy Elizabeth
S5 Short story index. 5 vols.
C6
QR

Z5781 Ottemiller, John Henry
O8 Index to plays in collections.
QR


Q-R-S
S-T
Q
T-Z
P-Q
Z
Z
J-P
E-JK
DISSERTATION ABSTRACTS
Z
Z
C-D
ENGLISH 48 BOOK TRUCK
A-C
Z
Z
A
Pamphlet files
General Encyclopedias
PAIS
SOCIAL SCI + HUM. INDEX
BIBLIOGRAPHY
BIO - REF INDEX
REFERENCE DEPT.
NEWSPAPER INDEXES
PSYCH ABSTRACTS
SCI. CIT. INDEX
U.C. LIST
SPECIAL CATALOG
THE "DRAWER"
DIRECTORIES FILE
PAMPHLET FILE SUBJECTS
ESSAY + GEN. LIT.
M.L.A.
BIOGRAPHY INDEX
BOOK REVIEW TABLE
CARD CATALOG
ATLAS CASE
NEW SERIALS TITLES
BALCH LIST OF SERIALS
U.C.D. SERIALS LIST
HLAUCH
REF.
REF.
BIOLOGICAL ABSTRACTS
EDUCATION INDEX
BIOSIS CHILD DEV.
EXIT
BIOLOGICAL ABSTRACTS
SERIALS BIBLIOGRAPHY
QUICK REFERENCE
STYLE MANUALS
TELEPHONE DIRECTORIES
REF OFFICE

4. SERIALS, ETC.

I. SERIALS
   A. INFORMATION SOURCES
   B. LOCATION SOURCES
   C. U.C.D. SERIALS LOCATION
   D. ABBREVIATION PROBLEMS

II. INDEXES AND ABSTRACTS
   A. INDEXES
   B. ABSTRACTS
   C. LOCATING INDEXES AND ABSTRACTS
   D. LIST OF INDEXES AND ABSTRACTS

READING: Gates, Chapter 9 "Indexes", p.96-109, 251-3.
Look at Videotape on Indexes and Abstracts available at the Reserve Desk

U.C.D. uses the term serials when referring to periodicals, newspapers, magazines, journals, annuals, etc. Webster's defines serial "as a publication (as a newspaper or journal) issued as one of a consecutively numbered and indefinitely continued series". U.C.D. has a Serials Department responsible for organizing serials. The list which includes magazines, newspapers, journals, continuous abstracting and indexing services and annuals is called the U.C. Davis Serials List.

**Z6941
U5
R

Ulrich's International Periodicals Directory.

Approximately 55,000 of the periodicals that are currently being published are listed by subject in Ulrich. There is also a title and subject index. Only a few government serials are included.

**Z6951
A9
R
Serials
Biblio.

Ayers Directory of Newspapers and Periodicals.

Ayer provides information about newspaper and periodicals printed in the U.S. and its possessions, Canada, Bermuda, Panama and the Phillipines. Since it has been issued annually since 1880, it can be used for historical information on the nation's press.

**Z6951
S78
R
Serials
Biblio.

Standard Periodical Directory.

This useful directory supplements Ayer and Ulrich. It is limited to the U.S. and Canada, but it includes house organs, government publications and yearbooks which are excluded from the other lists. Its subject listing is more detailed than the other lists also.

B. LOCATION SOURCES

Since serial literature is very important for researchers, U.C.D. maintains a constant interchange of serials with other institutions through the nationwide interlibrary loan system. Before we send out a request for a serial to another library, we use the following tools to see who owns it. Because these are the largest lists of serials in existence, they serve a variety of other needs. Their cross references are invaluable for untangling incorrect titles, and unlike Ulrich, Ayers, and the Standard Periodicals Directory, they list titles no longer published.

Z6945 U4 1965 R On Table Behind Reference Desk

Union List of Serials. 5 vol.

This, and its companion, New Serials Titles, lists serials held in major libraries in the U.S. and Canada. Together they are the largest serials bibliography tool available. Paperbound supplements add to their information. The Union List contains serials begun before 1950. With a few exceptions, serials begun after 1950 are in New Serials Titles.

Z6945 U5 N4 1950-1970 R/On Table Behind Reference Desk

New Serials Titles. 4 vol. + supplements

See the annotation for the Union List of Serials above.

AI 1 C3 R Serials Biblio.

California. University. Berkeley. San Francisco Serials Key Word Index. 1974

The 45,741 serials owned by U.C. Berkeley are listed here by every significant word in the title. This feature is especially helpful if you are unsure of the exact wording of a magazine title. For example, the American Political Science Review is listed under American, political, science, and review. If you have garbled the entry to Review of American Political Science, you could still find the magazine in a keyword index. This index is also more accurate and up-to-date for Berkeley's holdings than the Union List or New Serials Titles. Undergraduates at U.C.D. can use Berkeley libraries in person. Graduates can order serials from Berkeley via interlibrary loan.

C. U.C.D. SERIALS

Although serials are in the card catalog by title, the easiest way to locate them is to use the computer print-out list called the U.C. Davis Serials List.

1. Serials are arranged alphabetically by the first word in the title.

2. Copies of the U.C.D. Serials List are in the Reference Department, the Periodicals Room, the Government Documents Department, and the main lobby.

A typical entry includes . . .

NK1160 D4	DESIGN. v.61, 1954-	MAIN LIBRARY CURRENT IN PERIODICALS ROOM BACKFILE IN STACKS
↑ call number	↑ title, volumes, dates	↖ location

DASHES & SLASHES

Dashes (-) after a date mean that the subscription continues to the present date.

Slashes (// //) around volume numbers and dates indicate that some issues are missing from the set.

CURRENT & BACKFILE

Most magazines in the main library have the location statement "CURRENT IN PERIODICALS ROOM BACKFILE IN STACKS". When new issues of these serials arrive, they are sent temporarily to the Periodicals Room, where they are shelved by call number until the stack is thick enough to be bound together. Once bound, they are sent to the stacks and interfiled with books by call number. So "CURRENT" for most magazines means the latest year only, and "BACKFILE" is everything before that time. Weekly's, like Time and Newsweek remain in the periodicals room for less than 3 months.

WHAT IS IN THE LIST?

The titles list includes cataloged serials available in the Main Library and in the following libraries at U.C.D.:

Agricultural Economics
Agricultural Toxicology
Health Sciences
Law
Physical Sciences

A FEW WORDS TO THE WISE

1. Publications such as bulletins, transactions, proceedings of institutions, governing bodies or societies are usually listed by the name of the institution or society. For example,

   Proceedings of the Royal Society of London will be listed as . . .

   ROYAL SOCIETY OF LONDON. PROCEEDINGS.

2. Titles composed of the initial letters of syllables of words are placed at the beginning of the letter section. For example . . .

   PTA MAGAZINE will be at the very beginning of the "P" section.

3. The U.C. Davis Serials List is not perfect. Check the main card catalog or ask for assistance at one of the public desks if you fail to find a title you need.

D. ABBR'S

The compilers of indexes, abstracts and bibliographies love to use abbreviated forms of serials titles. Abbreviations save them time and space. The users of indexes, abstracts and bibliographies are considerably less enamored of abbreviated titles. They are time wasters. Each abbreviation must be fully deciphered before the serial can be looked up in any serials listing. There are, however, a few time saving rules.

1. If you are using an index or an abstract, check in the front pages of the volume to see if a key to abbreviations is included. Copy down the full citation before you leave the index or abstract set.

2. The following lists are useful for deciphering abbreviations in their subject areas.

BIOLOGICAL SCIENCES	Biosis List of Serials (QH301/B49/R: Serials Biblio.)
GENERAL SCIENCES	Science Citation Index. (Z7401/S36/R: Index Table D)
PHYSICAL SCIENCES	Access (QD1/C495/1969/R: Serials Biblio.)
HUMANITIES	MLA Bibliography. "Master List of Abbreviations". (Z7006/M63/1971/R: Index Table B)
SOCIAL SCIENCES	P.A.I.S. and Social Sciences and Humanities Index. (Z7163/P8/R; AI3/I54/R: Index Table E)

II INDEXES & ABSTRACTS

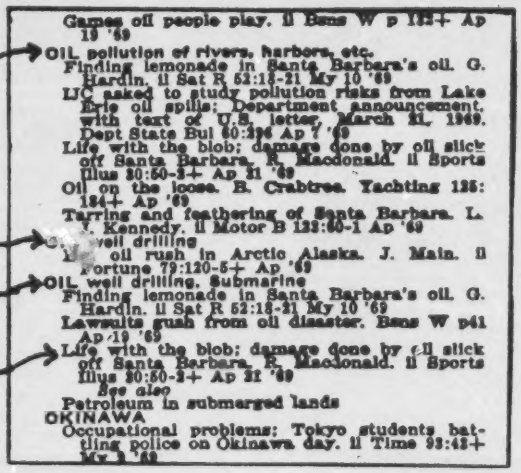
A. INDEXES

1 PERIODICAL INDEXES

Each year an enormous amount of information is printed as articles in serial publications. Frequently, serials supply the most up-to-date or specific material available on a topic. Unfortunately, each article cannot economically be listed by subject in the main card catalog; however, indexing and abstracting services catalog articles from thousands of periodicals.

Most periodical indexes are lists of articles arranged by subject and sometimes by author. The compilers of these indexes scan current periodical issues, assign subject headings to each article, and assemble a list of articles interfiled by authors and subjects.

Enough information is given about each article to relocate it in the periodical itself. Below is a sample section from the Readers' Guide to Periodical Literature.



Games oil people play. il Bsns W p 122+ Ap 19 '69

OIL pollution of rivers, harbors, etc.
Finding lemonade in Santa Barbara's oil. G. Hardin. il Sat R 52:18-21 My 10 '69
IJC asked to study pollution risks from Lake Erie oil spills; Department announcement, with text of U.S. letter, March 31, 1969. Dept State Bul 60:396 Ap 7 '69
Life with the blob; damage done by oil slick off Santa Barbara. R. Macdonald. il Sports Illus 30:50-3+ Ap 21 '69
Oil on the loose. B. Crabtree. Yachting 125: 184+ Ap '69
Tarring and feathering of Santa Barbara. L. V. Kennedy. il Motor B 123:50-1 Ap '69
OIL well drilling
Alaska oil rush in Arctic Alaska. J. Main. il Fortune 79:120-5+ Ap '69
OIL well drilling. Submarine
Finding lemonade in Santa Barbara's oil. G. Hardin. il Sat R 52:18-21 My 10 '69
Lawsuits gush from oil disaster. Bsns W p41 Ap 19 '69
Life with the blob; damage done by oil slick off Santa Barbara. R. Macdonald. il Sports Illus 30:50-3+ Ap 21 '69
See also
Petroleum in submerged lands
OKINAWA
Occupational problems: Tokyo students battling police on Okinawa day. il Time 93:42+ My 9 '69

SUBJECT HEADINGS

SAMPLE CITATION

article title

Life with the blob; damage done by oil slick
off Santa Barbara. R. Macdonald. il Sports
Illus 30:50-2+Ap 21 '69

magazine title Sports Illustrated

volume number — pages — date of issue — author

il before the magazine title means that illustrations accompany the article

2. NEWSPAPER INDEXES

Daily newspapers are our most complete record of events. Fortunately, several massive indexing projects organize newspaper information. The following indexes are in the Reference Department of the Main Library.

New York Times Index. 1851 to present. (Index table D)

This index is the library's most complete record of national and international news. It can be used to find articles in the New York Times and other U.S. newspapers. The index itself can be used to answer short factual questions.

California News Index. 1970 to present. (Index table D)

Local and statewide news articles from fourteen California newspapers and magazines are indexed here by subject, personal name, geographic section and organization. Each section covers a three month period.

The Times (London) Index. 1785 to present (AI21 T5 R)

Wall Street Journal Index. 1958 to present. (Index table D)

Christian Science Monitor Index. 1960 to present. (Index table D)

Newspaper Index. 1972 to present. (Index table D)

[Indexes the Chicago Tribune, L.A. Times, New Orleans Times-Picayune, and the Washington Post].

NEWSPAPERS ON MICROFILM

Since newspapers are bulky, hard to bind and shelve, and printed on weak paper, most libraries buy them on microfilm. U.C.D. has large microfilm runs of the following papers:

California Aggie, Sept.1968-date.
Chicago Tribune, April 23, 1849-1935, 1972-date.
Christian Science Monitor, 1960-date.
Davis Enterprise, January 1, 1898-date (1964 files not available)
Los Angeles Times, December 4, 1881-date.
New York Times, September 15, 1851-date.
Pittsburgh Courier, 1923-date.
Sacramento Bee, 1857-date. (with gaps)
Sacramento Union, 1851-54, 1869-date.
San Francisco Chronicle, 1865-date.
The Times (London), 1785-date.
Wall Street Journal, July 1889-date.

(For information on the Library's other Newspaper holdings, see the Main Card Catalog).

3. BOOK INDEXES

Indexes and abstracts do not necessarily restrict themselves to serial literature. Some abstracting services, such as Psychological Abstracts, include new books in the field. P.A.I.S. regularly includes monographic government documents and pamphlets. Bibliographic Index and Biography Index list books as well as magazine articles.

One of the most useful and unique book indexes is Essay & General Literature Index, which supplements the card catalog by indexing essays within books. For example, if Max Westbrook collects twelve essays by twelve literary critics on twelve different American writers, the book will be listed in the main card catalog under Westbrook [editor], under the book's title [title card], and under the general subject [American literature]. The essayists and the American writers will not be listed in the card catalog. They will be listed in Essay and General Literature Index by subject and essayist.

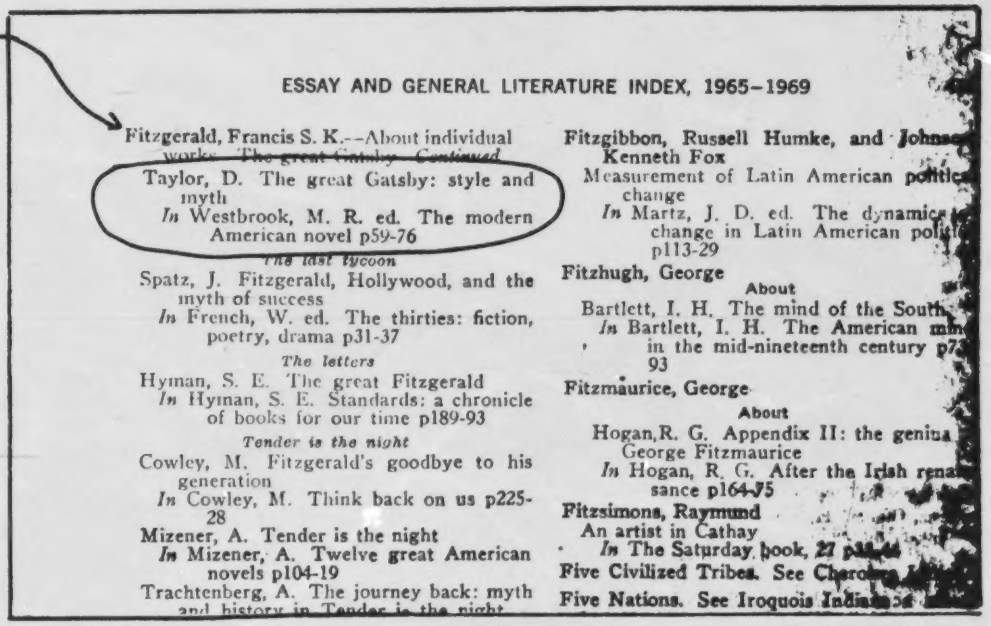
SUBJECT
(Fitzgerald)

ESSAYIST
(Taylor)

ESSAY TITLE
(The great Gatsby: style and myth)

EDITOR
(Westbrook)

BOOK TITLE
(The modern American novel)



ESSAY AND GENERAL LITERATURE INDEX, 1965–1969

Fitzgerald, Francis S. K.--About individual works. The great Gatsby. *Continued*

Taylor, D. The great Gatsby: style and myth
In Westbrook, M. R. ed. The modern American novel p59-76

The last tycoon

Spatz, J. Fitzgerald, Hollywood, and the myth of success
In French, W. ed. The thirties: fiction, poetry, drama p31-37

The letters

Hyman, S. E. The great Fitzgerald
In Hyman, S. E. Standards: a chronicle of books for our time p189-93

Tender is the night

Cowley, M. Fitzgerald's goodbye to his generation
In Cowley, M. Think back on us p225-28

Mizener, A. Tender is the night
In Mizener, A. Twelve great American novels p104-19

Trachtenberg, A. The journey back: myth and history in Tender is the night

Fitzgibbon, Russell Humke, and Johnson, Kenneth Fox
Measurement of Latin American political change
In Martz, J. D. ed. The dynamics of change in Latin American politics p113-29

Fitzhugh, George

About

Bartlett, I. H. The mind of the South
In Bartlett, I. H. The American mind in the mid-nineteenth century p73-93

Fitzmaurice, George

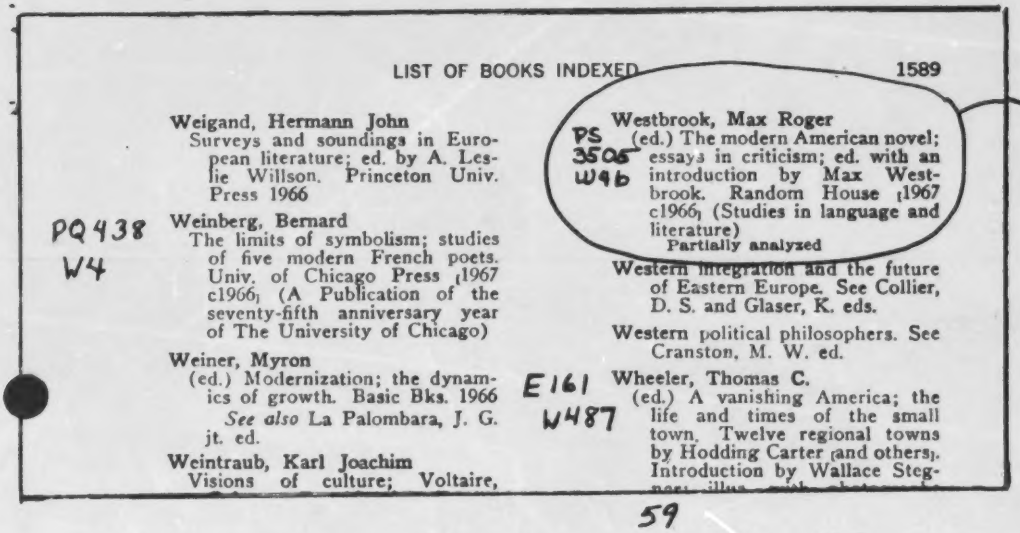
About

Hogan, R. G. Appendix II: the genius of George Fitzmaurice
In Hogan, R. G. After the Irish renaissance p164-75

Fitzsimons, Raymund
An artist in Cathay
In The Saturday book, 27 p[illegible]

Five Civilized Tribes. See Cherokee Indians

Five Nations. See Iroquois Indians



LIST OF BOOKS INDEXED 1589

Weigand, Hermann John
Surveys and soundings in European literature; ed. by A. Leslie Willson. Princeton Univ. Press 1966

PQ438 W4

Weinberg, Bernard
The limits of symbolism; studies of five modern French poets. Univ. of Chicago Press [1967 c1966] (A Publication of the seventy-fifth anniversary year of The University of Chicago)

Weiner, Myron
(ed.) Modernization; the dynamics of growth. Basic Bks. 1966
See also La Palombara, J. G. jt. ed.

Weintraub, Karl Joachim
Visions of culture; Voltaire,

PS 3505 W96

Westbrook, Max Roger
(ed.) The modern American novel; essays in criticism; ed. with an introduction by Max Westbrook. Random House [1967 c1966] (Studies in language and literature)
Partially analyzed

Western integration and the future of Eastern Europe. See Collier, D. S. and Glaser, K. eds.

Western political philosophers. See Cranston, M. W. ed.

E161 W487

Wheeler, Thomas C.
(ed.) A vanishing America; the life and times of the small town. Twelve regional towns by Hodding Carter [and others]. Introduction by Wallace Steg-

At the back of the index volume there is a list of books indexed. We have put the call number in pencil; however, it is always wise to check the card catalog if no number is beside a book you want.

B. ABSTRACTS

Most indexing publications list all of the information needed to relocate the original article. This information is called the citation. Abstracting publications also give the citation, then they add a brief summary or abstract of the original article. Most abstracting publications are arranged in two sections. Below is an example of the subject index and the abstract section of Psychological Abstracts.

INDEX SECTION

SUBJECTS

Police Personnel [See Also Government Personnel] 4830, 5555, 5705, 5926, 5957
Policy Making (Government) [See Government Policy Making]
Poliomyelitis [See Nervous System Disorders, Viral Disorders]
Political Anarchy [See Radical Movements]
Political Attitudes [See Also Political Conservatism, Political Liberalism] 4923, 5668, 5734
Political Campaigns [See Also Political Processes] 5002
Political Candidates 5002
Political Conservatism [See Also Political Attitudes] 4777
Political Elections [See Political Processes]
Political Liberalism [See Also Political Attitudes] 4777
Political Parties 4668
Political Processes [See Also Political Campaigns] 4975, 5270
Political Radicalism [See Political Attitudes]
Political Revolution [See Radical Movements]
Politics [See Political Attitudes, Political Campaigns, Political Candidates, Political Parties, Political Processes]
Pollution 4679, 4866

Index sections are used to get the number of the abstract.
Abstracts are arranged by number in the abstract section

ABSTRACT SECTION

OLOGICAL DISORDERS 50: 4996–5006

disabled persons: (a) information about disabled persons, (b) contact with disabled persons, and (c) an experience combining both contact and information. Results consistently indicate that neither contact nor information alone is sufficient, and that experiences combining the 2 have a favorable impact on attitudes. Similar results were reported regardless of assessment procedures or types of disability. (46 ref.)—*Journal abstract.*

5002. **Appleton, William S.** (Massachusetts Mental Health Center, Boston) **Psychiatric dangers in running for political office.** *Perspectives in Biology & Medicine,* 1973(Win), Vol. 16(2), 188–198.—Studied the psychological phenomena which occur when an individual campaigns for high political office. Better understanding of the changes to be experienced by him and by his family can help in establishing a sounder evaluation of the public figure's abilities as well as his integrity. Such understanding can also permit the candidates to be better prepared psychologically for the ordeal. Initial psychiatric observations made during an actual election campaign are presented. A candidate and his family were studied, and later the findings were supplemented by clinical data derived from several mildly depressed but otherwise normal politicians and their families.—*J. Crabbe.*

5003. **Asmus, H. & Reimer, F.** (State Psychiatric Hosp., Weinsberg, W. Germany) **[Accidental LSD intoxication of three brothers and sisters in childhood with "echo-psychosis" ("flashback").]** (Germ) *Praxis der Kinderpsychologie und Kinderpsychiatrie,* 1972(Aug), Vol. 21(6), 207–209.—Reports the case history of 3 5–11 yr. old children in which the acute, relatively symptom-free state of intoxication with typical vegetative symptoms and a mild psychosis was followed after about 5

CITATION INCLUDES:

author
article title
magazine title
date of issue
volume
page numbers

Note: To save space, abbreviations are used in most indexing and abstracting publications. These abbreviations are usually identified in the front of each volume. Instructions on how to use the publication are also given in the front pages of most volumes.

HOW TO FIND THE INDEX OR ABSTRACT YOU NEED

Most of the 300 indexes and abstracts received by the library have specialties that reflect the group of periodicals that were used to compile the list. There are several good ways to select the best index for your needs.

1. THE REFERENCE CARD CATALOG

Look under the subject you are researching. Depending on the type of index or abstract, a variety of subheadings can be used. For example,

(Any subject) - Bibliography - Periodicals, Societies, etc. - Indexes
(Any subject) - Periodicals - Indexes
(Any subject) - Abstracts
(Any subject) - Periodicals, Societies, etc., - Indexes

i.e.: History-Bibliography; History-Periodicals-Indexes; History-Abstracts

2. THE "DRAWER"

One drawer in the Reference card catalog has been turned into a special subject index for indexes and abstracts. It has a yellow label. It is much more detailed than the regular card catalog.

3. GUIDES TO INDEXES

There are several books that list indexes by subject. The one below, though small, is very useful.

Kujoth, Jean S. Subject guide to periodical indexes and review indexes. (Z6293/K84/R) (Ask the reference librarian for it.)

4. GUIDE TO THE LITERATURE OF . . .

Research guides for students in specialized studies will point out the best indexes to use. Frequently, the guides will contain sections on the easiest ways to use research tools. Guides are listed by topic in the reference card catalog. Again the subheading is Bibliography. Example: Political Science--Bibliography.

5. ULRICH'S INTERNATIONAL PERIODICAL DIRECTORY; A CLASSIFIED GUIDE

If you know the name of magazines that you would like articles from, but you don't know where the magazines are indexed, you can find out in Ulrich's. Around 55,000 current periodicals are listed in it each year. Ulrich's is on the table behind the reference desk.

6. WHEN ALL ELSE FAILS, ASK A REFERENCE LIBRARIAN.

D. INDEXES AND ABSTRACTS

This list of the most heavily used indexes and abstracts in the reference room of the main library is arranged by general subject areas. The scope or topic of an index or abstract is determined by the subject content of the periodicals and books scanned by the editors.

GENERAL INDEXES

AI3
R4
R
Table E

READERS' GUIDE TO PERIODICAL LITERATURE. 1900-date.
(A copy of the Current year of R.G. is also in the Periodicals Room)
Subject and author index to periodical articles.
Topics: All subject fields.

AI3
I54
R
Table E

SOCIAL SCIENCES AND HUMANITIES INDEX. 1907-date.
Subject and author index to periodical articles.
Topics: Social sciences excluding psychology; humanities, religion and philosophy.

Z7163
P8
R
Table E

PAIS or PUBLIC AFFAIRS INFORMATION SERVICE. BULLETIN. 1915-date.
Subject and author index to periodical articles, pamphlets and government documents.
Topics: Current social and political questions.

Z5871
E8
R
Table B

ESSAY AND GENERAL LITERATURE INDEX. 1900-date.
Subject and author index to essays and articles in books and other works.
Topics: All subject fields, strong in literature.

Z1002
B5
R
Table B

BIBLIOGRAPHIC INDEX. 1937-date.
Subject index to bibliographies in books and periodicals.
Topics: All subject fields.

AI21
N4
R
Table D

NEW YORK TIMES. INDEX. 1851-date.
Subject index to articles printed in the newspaper.
Topics: All subjects. The newspaper itself is available on microfilm. The index is used to pinpoint the date, page and column of the article.

AGRICULTURE

Z5071 U63 R Table E — BIBLIOGRAPHY OF AGRICULTURE. 1942-date.
Subject and author index to periodicals, pamphlets, and government publications.
Topic: Agriculture and allied sciences.

Note: There are many specialized indexes and abstracts in the agricultural sciences, such as Horticultural Abstracts or Animal Breeding Abstracts. Consult the reference card catalog under the specific subjects for these titles.

ARTS

Z5937 A7 R Table B — ART INDEX. 1929-date.
Subject and author index to periodical articles.
Topics: Art, archaeology, architecture, crafts, design.

BIOLOGICAL SCIENCES

Z5073 A4 R Table E — BIOLOGICAL AND AGRICULTURAL INDEX. 1916-date.
Subject and author index to periodical articles.
Topics: Biological and agricultural subjects.

QH 301 B5 Biology Table — BIOLOGICAL ABSTRACTS. 1926-date.
Subject and author accessed abstracts of serial and book publications.
Topics: All biological sciences.

Z7171 A1 E58 R — ENVIRONMENT INDEX. 1971-date.
Subject, geographic, author index to newspaper and magazine articles, research reports, government documents, books and conference papers.
Topics: Ecology, pollution

TD180 A1 P62 R — POLLUTION ABSTRACTS. 1970-date.
Subject, source, and author index to periodical articles, books, reports.
Topics: Air, water, land pollution.

QL4 Z6 R — ZOOLOGICAL RECORD. 1864-date.
Subject and author index to serial and book publications.
Topics: Zoological sciences

BUSINESS

Z7164 C81 B8 R Table B — BUSINESS PERIODICALS INDEX or B.P.I. 1958-date.
Subject and author index to periodical articles.
Topics: Business and finance.

CHEMISTRY

QD1
C5
R

CHEMICAL ABSTRACTS. 1907-date.

Subject, author, patent, formula and ring systems indexes to abstracts.
Topics: All branches of chemistry.

EDUCATION

Z5813
E4
R
Table A

EDUCATION INDEX. 1929-date.

Subject and author index to periodical articles.
Topics: Education, guidance, teaching.

L11
R3
R

RESEARCH IN EDUCATION or ERIC. 1966-date.

Subject, author and institution index to books, reports, and monographs.
Topics: Education, teaching, guidance.

RJ1
S5
R
Table A

CHILD DEVELOPMENT ABSTRACTS AND BIBLIOGRAPHY. 1927-date.

Abstracts of periodical articles indexed by subject and author. Book reviews.
Topics: Physical and mental studies of children, education.

LANGUAGE & LITERATURE

Z7006
M63
R
Table B

MODERN LANGUAGE ASSOCIATION OF AMERICA. MLA INTERNATIONAL BIBLIOGRAPHY OF BOOKS AND ARTICLES ON THE MODERN LANGUAGES AND LITERATURE. 1921-date.

Subject and author index to periodical articles and books.
Topics: Languages and literatures.

PSYCHOLOGY

BF1
P7
R
Table D

PSYCHOLOGICAL ABSTRACTS. 1927-date.

Subject and author access to abstracts of books and periodical articles.
Topics: All branches of psychology.

SCIENCES (GENERAL)

Z7913
I51
R

APPLIED SCIENCE AND TECHNOLOGY INDEX. 1913-date.

Subject and author index to periodical articles.
Topics: Industrial technology, physical sciences, earth sciences, engineering.

Z7401
S36
R
Table D

SCIENCE CITATION INDEX. 1961-date.

Subject, author, organization, and corporate index to periodical articles and to the bibliographic sources of periodical articles.
Topics: All sciences.

SOCIOLOGY

HM1
S58
R

SOCIOLOGICAL ABSTRACTS. 1953-date.

Topics: All branches of sociology.

5 GOVERNMENT DOCUMENTS

I. Documents at UCD - Introduction

II. General Bibliography and Information Sources

A. Bibliography - U.S., California, Other

B. General Information Sources - Directories, Yearbooks

III. Documents as Statistics Sources

IV. Legislative Process and Sources

Reading: Gates, pp. 153-159
Brock, Clifton. The literature of political science. pp.33-72. (on Reserve)

Government Documents Department

(Includes Map and Microcopy Collections)

HOURS

During the School Year	Monday-Friday	8a.m.-5p.m.
	Monday, Wednesday	7p.m.-10p.m.
	Saturday	10a.m.-12 noon
		1p.m.-4p.m.
During Vacation	Monday-Friday	8a.m.-5p.m.

BORROWING POLICY

Almost all documents kept in the department stacks may be borrowed on the same terms as any other books. They are checked out at the Documents Desk and should be returned there.

DEFINITION

A government document is a publication that is printed at government expense or published by authority of a government.

Davis has documents from Federal, state, local (cities and counties) and foreign governments. Also included are documents of organizations whose members are governments rather than individual people, e.g., the United Nations and the World Health Organization--but not the American Medical Association. The Library is an official depository for the publications of the State of Californial and the United States government.

Documents cover a wide range of subjects from popular to extremely technical or scholarly. Think of the ways government affects your life: pesticides, cable television, food stamps, geothermal energy, taxes. The government is the principal source of statistical information for the U.S. Format ranges from pamphlets on growing camellias or planning menus all the way to bound volumes of census data and heavily illustrated reports on archaeology or a moon landing.

The Government Documents Department has records of all government publications in the University Library, including the branches. Many of the publications are shelved in the loan stacks or in the branches. These have call numbers and are listed in the main card catalog by agency, title, and subject. These are also listed in the documents card catalog by agency and title. Many other publications, however, are kept uncataloged in the department's closed stacks. These are listed only in the department card catalog, by agency and title. For almost all series, there is only one card under the title of the series rather than a separate card for each item in the series. (EXAMPLE: U.S. Department of Agriculture issued a report entitled "Consumers' preferences, uses, and buying practices for selected vegetables." It is number 1019 in the Marketing Research Reports series. The only card in the documents card catalog is for U.S. Department of Agriculture, Marketing Research Reports.) There are no subject cards in the documents card catalog.

In the Documents Reading Room are bibliographies and indexes that list documents on various subjects. Once you have found citations there, the catalog tells you if we have the item. Even after you complete the course, the Documents staff expects to help you with confusing problems. We can frequently suggest a particular bibliograpy or perhaps an agency active in your subject area. Please ask us.

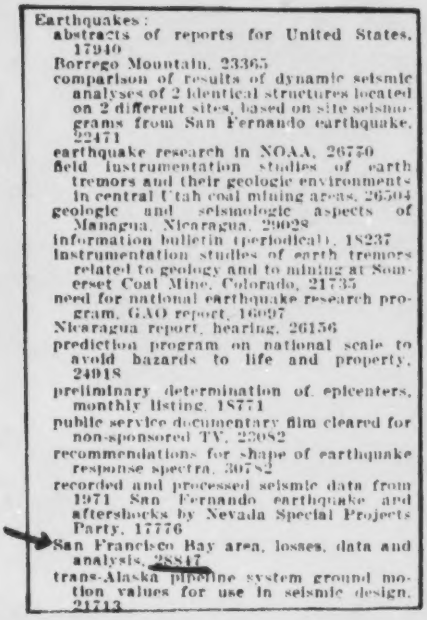
II General Bibliography & Information Sources

A. BIBLIOGRAPHY

1. United States

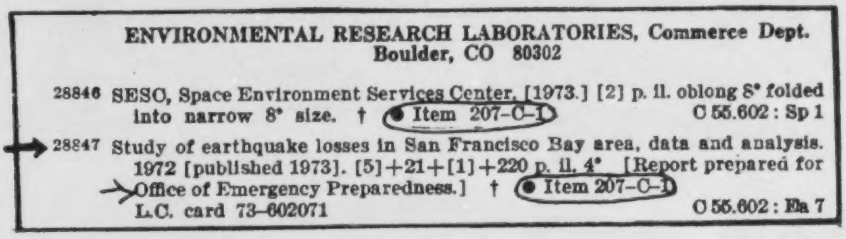
U.S. Superintendent of Documents. Monthly Catalog of U.S. Government Publications. (Z1223/A18/D Index Table 2)

The single most complete source for U.S. documents published by the Government Printing Office. Arranged by agency author, with subject, personal and agency author indexes, which cumulate annually. Index refers to entry number.



Earthquakes:
abstracts of reports for United States, 17940
Borrego Mountain, 23365
comparison of results of dynamic seismic analyses of 2 identical structures located on 2 different sites, based on site seismograms from San Fernando earthquake, 22471
earthquake research in NOAA, 26750
field instrumentation studies of earth tremors and their geologic environments in central Utah coal mining areas, 26504
geologic and seismologic aspects of Managua, Nicaragua, 29028
information bulletin (periodical), 18237
instrumentation studies of earth tremors related to geology and to mining at Somerset Coal Mine, Colorado, 21735
need for national earthquake research program, GAO report, 16097
Nicaragua report, hearing, 26156
prediction program on national scale to avoid hazards to life and property, 24918
preliminary determination of epicenters, monthly listing, 18771
public service documentary film cleared for non-sponsored TV, 23082
recommendations for shape of earthquake response spectra, 30782
recorded and processed seismic data from 1971 San Fernando earthquake and aftershocks by Nevada Special Projects Party, 17776
San Francisco Bay area, losses, data and analysis, 28847
trans-Alaska pipeline system ground motion values for use in seismic design, 21713

index section



ENVIRONMENTAL RESEARCH LABORATORIES, Commerce Dept.
Boulder, CO 80302

28846 SESO, Space Environment Services Center, [1973.] [2] p. il. oblong 8° folded into narrow 8° size. † ● Item 207-C-1 C 55.602: Sp 1

28847 Study of earthquake losses in San Francisco Bay area, data and analysis. 1972 [published 1973]. [5]+21+[1]+220 p. il. 4° [Report prepared for Office of Emergency Preparedness.] † ● Item 207-C-1
L.C. card 73-602071 C 55.602: Ea 7

entry section

When you go to locate this publication in the documents card catalog, you would check first under the agency listed as responsible for it: U.S. Environmental Research Laboratories. You would find:

U.S. Environmental Research Laboratories.
A study of earthquake losses in the San Francisco Bay Area, data, and analysis. 1973

See

U.S. Office of Emergency Preparedness.
A study of earthquake losses...

This is because the Monthly Catalog does not always choose the agency libraries consider the author. We try to make cross-references, but if you don't find one, you should always ask for help at the desk. In this case, because you found the cross-reference, you go to the next agency

and find:

U.S. Office of Emergency Preparedness.
A study of earthquake losses in the San Francisco Bay Area, data, and analysis. 1972.

Shelved as unnumbered publication.

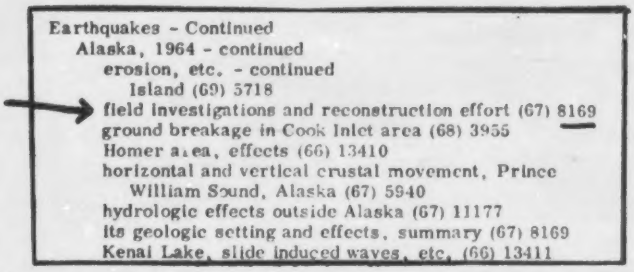
This means the publication is uncataloged in the documents stacks and may be requested at the desk.

CUMULATED INDEXES TO THE MONTHLY CATALOG

Because the Monthly Catalog is the basic source for U.S. documents, there are a number of cumulated indexes to it.

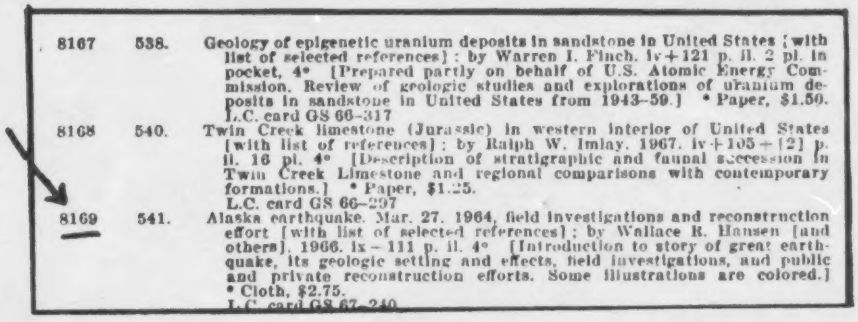
Cumulated Subject Index of the Monthly Catalog of U.S. Government Publications, 1900-1971. (in progess)

A computer merging of all the earlier indexes to the Monthly Catalog. Note that it is a SUBJECT index only and does not include author or agency access. Each entry gives year and entry or page number in Monthly Cat; refer back to original issue for full data.



Earthquakes - Continued
Alaska, 1964 - continued
erosion, etc. - continued
Island (69) 5718
field investigations and reconstruction effort (67) 8169
ground breakage in Cook Inlet area (68) 3955
Homer area, effects (66) 13410
horizontal and vertical crustal movement, Prince William Sound, Alaska (67) 5940
hydrologic effects outside Alaska (67) 11177
its geologic setting and effects, summary (67) 8169
Kenai Lake, slide induced waves, etc, (66) 13411

cumulated index



8167 538. Geology of epigenetic uranium deposits in sandstone in United States [with list of selected references] : by Warren I. Finch. iv+121 p. il. 2 pl. in pocket, 4° [Prepared partly on behalf of U.S. Atomic Energy Commission. Review of geologic studies and explorations of uranium deposits in sandstone in United States from 1943-59.] • Paper, $1.50. L.C. card GS 66-317

8168 540. Twin Creek limestone (Jurassic) in western interior of United States [with list of references] : by Ralph W. Imlay. 1967. iv+105+[2] p. il. 16 pl. 4° [Description of stratigraphic and faunal succession in Twin Creek Limestone and regional comparisons with contemporary formations.] • Paper, $1.25. L.C. card GS 66-297

8169 541. Alaska earthquake, Mar. 27, 1964, field investigations and reconstruction effort [with list of selected references] : by Wallace R. Hansen [and others]. 1966. ix+111 p. il. 4° [Introduction to story of great earthquake, its geologic setting and effects, field investigations, and public and private reconstruction efforts. Some illustrations are colored.] • Cloth, $2.75. L.C. card GS 67-240

entry section in the 1967 Monthly Catalog

In this case, the fact that a number is next to the entry number alerts you that the item is part of a series. Looking up to the top of the page--and then back to the previous page, you discover that this is U.S. Geological Survey. Professional Paper no. 541. Looking it up in the documents card catalog, you find:

QE75 U.S. Geological Survey.
P7 Professional paper, no.1-date.
Physical
Sciences
Library

There is a card only for the series in the documents catalog, and the series is cataloged and located in a branch library, where you would go to look on the open shelves for no. 541.

Decennial and Quinquennial Cumulative Personal Author Index, 1941-50; 1951-60; 1961-65 and 1966-70. 4v.

A cumulated personal author approach to authors, editors and researchers.

Decennial Cumulative Index, 1941-50; 1951-60.

Cumulative subject index to the Monthly Catalog. Useful until the 1900-71 set is complete.

U.S. Superintendent of Documents. Document Catalog, 1895-1940. (Z1223/A13/D)

Subject, personal and agency author listing of U.S. publications. Gives the most complete information for publications issued during the period.

TECHNICAL REPORTS

In addition to materials prepared in government agencies and published at the Government Printing Office, much research is sponsored by the government but performed by people working for universities or private industry. Reports of unclassified research are made available through the National Technical Information Service. UCD automatically receives newly announced reports in fields of agriculture and natural resources. These are on micro fiche. The reports we receive and many more are listed and indexed by:

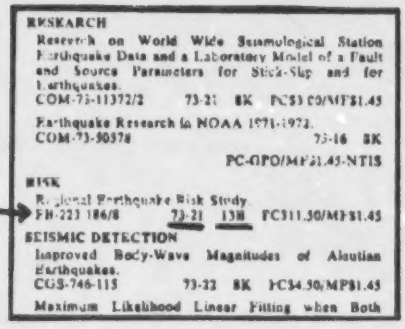
U.S. National Technical Information Service. Government Reports Announcements. (T1/U4/D and PSL)

Semi-monthly listing of abstracts of unclassified government sponsored

research reports. Arranged by subject with bibliographic information needed to locate or order. Also reprints title information from two other major government bibliographies: Nuclear Science Abstracts and Scientific and Technical Aerospace Reports.

U.S. National Technical Information Service. Government Reports Index. (T1/U401/D and PSL)

Computer-produced index to GRA. Semi-monthly with annual cumulation. Indexes by subject, personal and corporate author, contract number, accession and report number codes.



RESEARCH
Research on World Wide Seismological Station Earthquake Data and a Laboratory Model of a Fault and Source Parameters for Stick-Slip and for Earthquakes.
COM-73-11372/2 73-21 8K PC$3.00/MF$1.45

Earthquake Research in NOAA 1971-1972.
COM-73-50378 73-16 8K
PC-GPO/MF$1.45-NTIS

RISK
Regional Earthquake Risk Study.
PB-223 186/8 73-21 13B PC$11.50/MF$1.45

SEISMIC DETECTION
Improved Body-Wave Magnitudes of Aleutian Earthquakes.
CGS-746-115 73-22 8K PC$4.50/MF$1.45
Maximum Likelihood Linear Fitting when Both

index section

Government Reports Index

73-21: issue 21 of 1973
13B: subject category
PB-223 186/8: report number

PB-223 186/8 PC$11.50/MF$1.45
Mississippi-Arkansas-Tennessee Council of Governments.
REGIONAL EARTHQUAKE RISK STUDY.
Progress rept. no. 2,
1 May 73, 190p MATCG-MSU-1005-06
Prepared by M/A Engineering, 271 Shrine Bldg., Memphis, Tenn. See also report dated 15 May 73, PB-223 087.

Descriptors: (*Earthquakes, Risk), (*Land use, Construction), Estimates, Damage assessment, Intensity, Urban areas, Insurance, Regional planning, Missouri, Arkansas, Kentucky, Tennessee, Mississippi.

The report covers the development to date of basic parameters required to evaluate the earthquake risk of the MATCOG area. Consideration has been given to the seismic history and the geotectonics of the Missouri, Arkansas, Kentucky, Tennessee, Mississippi area. Earthquake motion data from California and other U.S. areas were assembled, evaluated and summarized for applicability to the central United States. A methodology is included for the attenuation of earthquake intensity with distance. Information on damages experienced in quakes of different intensities and the insurance industry practices are reviewed pursuant to the making of future damage estimates.

abstract section

Government Reports Index.

issue 21, subject section 13B

Public Affairs Information Service. Bulletin.
(Z7163/P8/D Index Table 1 and Reference)

An index to books, periodicals, government documents in the fields of economics, political science, public administration and international relations. PAIS covers a wide spectrum of publications worldwide in English. It indexes CQ Weekly Report, National Journal Reports and other publications also cited in this unit. It does not cover purely technical scientific subjects. Thus, a document about the economic impact of oil spills would be included, but one about the design and operation of a new kind of skimmer for picking up the oil would not.

SAMPLE PAGE FROM PAIS

MARINE mammals

Conservation

Marine mammals: House approves 5-year ban on killing [debate on the bill and its provisions]. Cong Q W Rept 30:603-6 Mr 18 '72

Sea mammals: prohibit killing or manage harvest. Cong Q W Rept 30:237+ F 5 '72

Legislation

United States. House. Com. on merchant marine and fisheries. Subcom. on fisheries and wildlife conservation. Marine mammals: hearings, Septembr 9-23, 1971, on H.R. 690 [and other] legislation for the preservation and protection of marine mammals. '71 ix+584p bibl il table charts maps (92d Cong., 1st sess.) (Serial no. 92-10) pa

† United States. Senate. Com. on commer. Subcom. on oceans and atmosphere. Ocean mammal protection: hearings: pts. 1-2, February 15-May 13, 1972, on S. 685 [and other bills]. '72 2pts (1192p) il tables (92d Cong., 2d sess.) (Serial no. 92-56) pa

MARINE parks and reserves

† United States. Senate. Com. on interior and

← Serial

← government doc.

2. California

California. State Library. California State Publications. (Z1223.5/C2/C4/D Index Table 2)

List of publications of the state received by the State Library. Arranged by agency author with subject index. Entry number is State Library's call number, based on agency. Annual cumulations. Admittedly incomplete, but the best there is.

Earthquake hazard diminished as California schools plan for future A1200 R4 E2
Earthquake insurance ... L500 P45 1971 no.1
Earthquake resistant design advances for state highway and bridge construction P2100 E2
EARTHQUAKES--CALIFORNIA
Earthquakes: be prepared C810 S59 no.39
Urban geology: master plan for California C810 B9 no.198
EARTHQUAKES AND BUILDINGS
Earthquake hazard diminished as California schools plan for future A1200 R4 E2
Report concerning earthquake resistant design advances for state highway and bridge construction P2100 E2
Earthquakes: be prepared ... C810 S59 no.39

index section

Division of Mines and Geology

C810 B9 Bulletin. no.198

Urban geology: master plan for California; the nature, magnitude, and costs of geologic hazards in California and recommendations for their mitigation, by John T. Alfors [and others] 1973. 112 p. illus., maps. 6

Bibliography: p.89–92.

1. Geology--California. 2. Earthquakes--California. 3. Mines and mineral resources--California. 4. Floods--California. I. Alfors, John T. II. Title. III. Title: Nature, magnitude, and costs of geologic hazards in California and recommendations for their mitigation.

entry section

U.S. Library of Congress. Processing Department. Monthly Checklist of State Publications. (Z1223.5/A1/U5/D)

Lists publications reported by the states. In order by state, then agency. Subject index appears only annually. Note that this includes university and extension service publications not considered documents at Davis.

Index to Current Urban Documents. (Z7164/U7/I54/D)

Covers larger cities and counties in the U.S. and Canada. Arranged by city or county, then agency and title. Subject index. Emphasizes social, economic and administrative materials. Quarterly with annual cumulation. The only source for Local documents.

3. International Organizations and Foreign Governments

Many foreign governments publish comprehensive catalogs of their publications similar to the U.S. Monthly Catalog. Among those received here are lists for Great Britain, Canada and Australia.

International organizations usually issue sales catalogs of their publications. We have many of these uncataloged in the Government Documents Department; ask for them at the desk. In addition, some organizations have issued major permanent catalogs of their publications.

Unesco. Bibliography of publications issued by Unesco or under its auspices; the first twenty-five years, 1946-1971. (Z6483/U5/A39/D)

(Danger! The main card catalog uses a more formal name for this organization: United Nations Educational, Scientific and Cultural Organization!)

United Nations. Documents Index. (JX1977/A2/U5/D Index Table 2)

Lists documents published by the United Nations, in order by the U.N. Library's symbols for agencies. (E/CN.11, for example, is always used for the U.N. Economic Commission for Asia and the Far East.) Index by subject and geographic area. Many documents listed are not distributed except to delegates and staff, and are available at Davis only on Microprint. The Documents Card Catalog has cross-reference cards from symbols for publications we have in paper copy. There is a cumulative index for 1950-62.

U.N. Yearbook. (JX1977/A37/Y4.D)

Summary of activities of the United Nations, arranged by topic. Example: Promoting the peaceful uses of the sea bed. Discussion is followed by documentary references, sometimes including voting record and texts of significant resolutions. Basic information on the related agencies, Unesco, FAO, etc. The first source for information on United Nations action.

B. GENERAL INFORMATION SOURCES

U.S. Office of the Federal Register. United States Government Manual. (JK421/A3/D and Reference)

An annual guide to the organization and activities of the U.S. government. Arranged by department, with the subsidiary agencies described as part of the department to which they belong. Detailed subject and name indexes. Gives names of important officials, addresses and telephone numbers of principal and regional offices.

U.S. Congress. Congressional Directory. (JK1011/U4/D and Reference)

A compendium of information relating to Congress, including biographical information on members of Congress, committee memberships, committee staffs. Also includes information on other government bodies and officials, foreign diplomatic and consular representatives in the U.S.

Weekly Compilation of Presidential Documents. 1965-
(J80/A25/D)

Weekly reprinting of all official statements of the President: nominations, appointments of commissions, foreign policy statements, messages to Congress, executive orders and proclamations, etc. Indexed by name and subject. Weekly with quarterly to annual cumulations.

National Journal Reports. 1969-
(JK1/N28/D)

Similar to CQ (see p.17, item 3) but concentrates on developments and agencies. Each weekly issue has several signed extensive background articles on topics of current importance, e.g. strip mining in light of the energy crisis. Each issue is indexed by government organization, private organization (good for pressure groups or lobbies), geographic area and personal name. Semi-annual index adds subject index.

California Journal. 1970-
(JK8701/C33/D)

A monthly magazine similar in purpose to the CQ Weekly Report. Concise, nonpartisan background and analysis. Annual subject index.

STATE BLUE BOOKS

Most states publish annuals, traditionally called Blue Books. These contain biographical information on important officials, information on state government organization, and varying kinds of statistics on population, election returns, etc. Some states also include information on local governments, historical material, and reprints of important federal and state documents. (Some Blue Books are intended to be of primary use to legislators; others are directed to the public. This explains the wide variation in content.) The latest state annual is found in the Reference Department. Note that some, including California's are not revised every year. The state Blue Book is a good place to start looking for basic information.

FOREIGN YEARBOOKS

Many countries publish yearbooks, which emphasize narrative descriptions of the country, its government's organization and activities, the people, trade, industry, history, etc. While statistical data are frequently included, they are not emphasized. Like the state Blue Books, foreign yearbooks are a good place to start looking for summary or background information. Current yearbooks are available in the Reference Department.

III. Documents as Statistics Sources

U.S. Bureau of the Census. Statistical Abstract. (HA37/U4/Docs Desk and Reference)

Annual volume of selected statistics on all subjects. Detailed subject index. Sources noted for each table--useful when more detailed data on same subject is needed. ESSENTIAL.

U.S. Bureau of the Census. Congressional District Data Book. (HA205/A5/D and Reference)

Economic and social data (population, housing, business activity) derived from the censuses and other government statistics and organized here by U.S. Congressional districts.

U.S. Bureau of the Census. County and City Data Book. (HA37/U412/D and Reference)

Similar to the item above, but data are given for counties and cities. These compendia differ from the population censuses in including data from the economic censuses and from other government sources, such as social security payments, voting records, and crime statistics.

U.S. Bureau of the Census. Censuses-----

A census of population has been done every ten years since 1790. Questions about other subjects have been added through the decades. Today the population and housing censuses are taken for years ending in 0 (1970, etc.). They provide the most complete survey and the most authoritative source of information for the U.S. population on basic data on population and housing conditions. Other census information is based on samples of the population. Metropolitan areas are divided into census tracts, areas containing about 5,000 people, to provide data for more precise areas. (Davis is tracted as part of the Sacramento area SMSA).

In addition to the population and housing censuses, there are these other censuses, taken every five years: Agriculture, Governments, Retail Trade, Wholesale Trade, Manufactures, Construction Industries, Transportation, Mineral Industries, Selected Service Industries.

Results from a census come out first in paperbound preliminary reports, which are uncataloged in the documents stacks. These are followed by final reports, which are cataloged. The final reports for the most recent of each of the censuses are in the Documents Reading Room.

U.S. Department of Agriculture. Agricultural Statistics. (S21/A36/Docs Desk and Reference)

Annual compilation of statistics on U.S. agricultural production, supplies, consumption, facilities, costs and returns. Gives references for sources of historic or more specific detail. The first place to look for agricultural statistics on the state or U.S. level.

American Statistics Index. 1973-
(Z7554/U5/A48/D Index Table 1)

BRAND NEW, ASI is a bibliography of abstracts of statistical information contained in U.S. government publications. Coverage is substantially complete only since 1973, but important documents issued since about 1960 are included. The abstract contains the citation, a general description of contents, and a specific description of tables and data included.

Indexed by subject, title and categories: geographic, economic, and demographic, e.g. sex or race. Use ASI "call number" to go from the index to the abstract. See pages xxii and xxiii of Index for detailed example of use.

California. Budget Division. California Statistical Abstract.
(HA261/C3/D and Reference)

A compilation of general data for the state, some from U.S. census sources. Covers social and economic statistics; particularly useful for statistics on counties and those derived from state activities such as highway and irrigation projects, law enforcement, taxation and elections.

The 1970 edition is a historical volume which should be used together with the latest annual.

United Nations. Statistical Office. Statistical Yearbook.
(HA12.5/U5/D and Reference)

Annual compilation of summary world statistics, as reported by governments, on population, agriculture, industry, internal and external trade, transport, finance and national accounts. Arranged by subject, with sub-arrangements by continent, then by country.

The only source for many countries which do not publish statistical abstracts, but remember the source of the data.

The United Nations also publishes annual statistical yearbooks of National Accounts and International Trade and a Demographic Yearbook. Each gives more detailed statistics in its subject area than the Statistical Yearbook. Use them for better coverage of a specific topic. Copies in Documents and Reference.

Unesco. Statistical Yearbook. (AZ361/U45/D and Reference)

Annual compilation, based on information supplied by governments, of statistics on education, personnel and expenditure in science and technology, and cultural information and activities--including book production, newspapers, film, radio, and television.

Food and Agriculture Organization of the United Nations. Production Yearbook.
(HD1421/F61/D and Reference)

Annual report on acreage harvested, yield and production for over 125 agricultural commodities, by crop and then by country.

Food and Agriculture Organization of the United Nations. Trade Yearbook. (HD1421/F611/D and Reference)

Statistics on trade in the same 125 agricultural commodities reported in Production Yearbook. Gives quantity and value of imports and exports by commodity; summary figures for groups by country.

FOREIGN STATISTICAL ABSTRACTS

Foreign statistical abstracts, like the U.S. one, are compendia of data on many aspects of the country. The data will be more detailed than that found in the U.N. yearbooks. For example,

Gt. Brit. Central Statistical Office. Annual Abstract of Statistics. (HA1122/A33/D)

Major chapter divisions: Area and Climate, Population and Vital Statistics, Social Conditions, Education, Labour, Production, Transport and Communication, Distributive Trades and Services, External Trade, Balance of Payments, National Income and Expenditure, Personal Income and Expenditure, Home Finance, Banking and Insurance.

The Library has tried to obtain statistical abstracts from as many countries as publish them. The latest issue is shelved in the Government Documents Department in the Foreign Statistics Section. They are in alphabetical order by country, not call number order.

IV Legislative Process & Sources

Following the progress of a piece of legislation from introduction through enactment as law is called "tracing a bill." The basic steps are:

1. Introduction into either the House or the Senate. BILLS are numbered consecutively for each two-year session of Congress. The bill is assigned to the committee responsible for legislation on its subject. (The Law School Library has the only collection of Federal bills on this campus. They may be used there by anyone; you should know the bill number before you go.)

90TH CONGRESS
1ST SESSION

H. R. 8629

IN THE HOUSE OF REPRESENTATIVES

APRIL 17, 1967

Mr. CELLER introduced the following bill; which was referred to the Committee on the Judiciary

A BILL

To amend the Act of July 4, 1966 (Public Law 89-491).

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled,

2. HEARINGS before the committee. These are optional, are frequently held to hear the informed opinion of specialists on a subject. The verbatim text of all open hearings is printed and distributed to depository libraries. (UCD has old hearings, going back to 1839, on microfiche in the Microcopy Collection.)

Stacks-Pambox

U.S. Congress. House. Judiciary com.

AMERICAN REVOLUTION BICENTENNIAL COMMISSION

HEARINGS

BEFORE

SUBCOMMITTEE NO. 4

OF THE

COMMITTEE ON THE JUDICIARY

77

3. The committee decides whether to recommend the bill, possibly with major or minor changes, for passage by the full House or Senate. If it does recommend passage, it issues a REPORT. (Reports are issued in numerical order, like the bills. They are available in the Government Documents Department).

90TH CONGRESS } HOUSE OF REPRESENTATIVES { REPORT
1st Session } { No. 509

Report

AMERICAN REVOLUTION BICENTENNIAL COMMISSION

JULY 25, 1967.—Committed to the Committee of the Whole House on the State of the Union and ordered to be printed

Mr. ROGERS of Colorado, from the Committee on the Judiciary, submitted the following

REPORT

4. The House or Senate debates the measure, may further amend it, votes. If passed, the legislation goes to the other house, where the process is repeated. If both houses pass legislation but there are differences, a conference committee is appointed to work out a compromise. This is reported and debated by both houses. If both pass an identical bill, it is sent to the President. If signed it receives a Public Law number, composed of the number of the Congress and a serial number. PL93-175, therefore is the 175th law passed by the 93d Congress. In this form it is called a SLIP LAW.

Public Law 90-187
90th Congress, H. R. 8629
December 12, 1967

Public law

An Act

81 STAT. 567

To amend the Act of July 4, 1966 (Public Law 89-491).

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the Act of July 4, 1966 (80 Stat. 259), is hereby amended as follows:

American Revolution Bicentennial Commission.

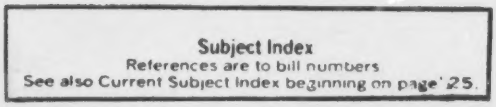
1. By adding in section 2(b)(3) the words "the Secretary of Commerce," after the words, "the Secretary of Defense,".

All the laws passed in each session are bound together in the U.S. Statutes. (KA73/U55/D). They are also added to the existing statute law in the subject-arranged U.S. Code (KA75/C1/U6/D).

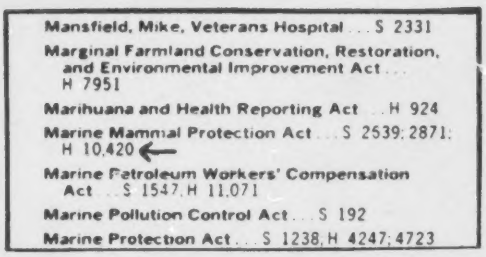
A. Legislation - Sources - U.S. (Note that these are arranged from most specific to most general. That is not necessarily the order in which they would be used.)

1. Congressional Index. (J69/C6/D Index Table 1)

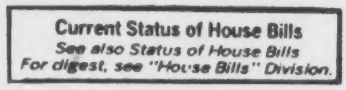
This looseleaf service, revised weekly, gives up-to-date information on legislation. It has subject and author indexes, numerical lists of bills introduced, tables showing status of bills (how far they have gone in the process), and voting records. All information is organized by bill number; best source for very current information when bill number is known.



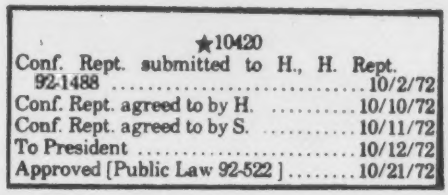
Subject Index
References are to bill numbers
See also Current Subject Index beginning on page 25.



Mansfield, Mike, Veterans Hospital ... S 2331
Marginal Farmland Conservation, Restoration, and Environmental Improvement Act ... H 7951
Marihuana and Health Reporting Act ... H 924
Marine Mammal Protection Act ... S 2539; 2871; H 10,420 ←
Marine Petroleum Workers' Compensation Act ... S 1547; H 11,071
Marine Pollution Control Act ... S 192
Marine Protection Act ... S 1238; H 4247; 4723



Current Status of House Bills
See also Status of House Bills
For digest, see "House Bills" Division.



★10420
Conf. Rept. submitted to H., H. Rept. 92-1488 ..... 10/2/72
Conf. Rept. agreed to by H. 10/10/72
Conf. Rept. agreed to by S. 10/11/72
To President 10/12/72
Approved [Public Law 92-522] 10/21/72

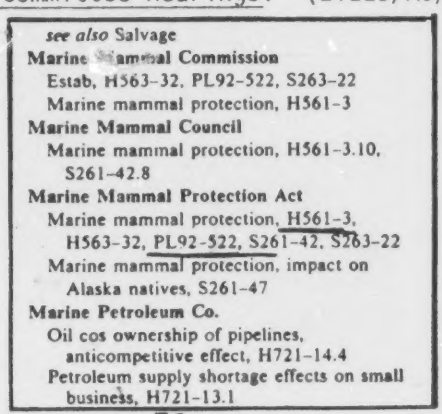
2. Congressional Information Service. Index to Publications of the U.S. Congress. (called CIS Index.) (Z1223/Z7/C55/D Index Table 1)

An index and abstract of Congressional publications: Documents, reports, hearings, and committee prints. The abstracts are arranged in alphabetical order by committee name, then chronologically. Entry symbol used for indexing.

Has index to subjects, personal names, bill, report, document, and public law numbers. Annual cumulations include legislative histories of Public Laws enacted furing the year.

Important for abstracts of hearings, witness index.

For hearings before 1970 use the Monthly Catalog, or the Index of Congressional Committee Hearings. (Z1223/A3/D Index Table 1).



see also Salvage
Marine Mammal Commission
Estab, H563-32, PL92-522, S263-22
Marine mammal protection, H561-3
Marine Mammal Council
Marine mammal protection, H561-3.10, S261-42.8
Marine Mammal Protection Act
Marine mammal protection, H561-3, H563-32, PL92-522, S261-42, S263-22
Marine mammal protection, impact on Alaska natives, S261-47
Marine Petroleum Co.
Oil cos ownership of pipelines, anticompetitive effect, H721-14.4
Petroleum supply shortage effects on small business, H721-13.1

CIS index

H561-3 **MARINE MAMMALS.**
Sept. 9, 13, 17, 23, 1971. 92-1.
† ●Item 1021. ix+584 p. il.
Y4.M53:92-10.

Committee Serial No. 92-10. Hearings before the *Subcom on Fisheries and Wildlife Conservation* on the following legislation for the preservation and protection of marine mammals:

H.R. 690 and identical H.R. 8255 (text, p. 3), to require the Secretary of the Interior to make a comprehensive study of the polar bear and walrus for the purpose of developing adequate conservation measures.

H.R. 4370 and identical H.R. 4733, the Hu-

Also includes dept rpts (p. 24-55) and Subcom analysis (p. 55-65). Supplementary material (p. 527-584) includes submitted statement, correspondence, articles, reports, and:

a. Annotated bibliography of publications from the Navy marine mammal program (p. 539-544).

b. Miscellaneous materials on polar bears, IUCN Red Data Book (p. 548-567).

(For summary of brief items of testimony, see H561-3.14.)

H561-3.1: Sept. 9, 1971. p. 65-77.

Witness: **KIMBALL, Thomas L.**, exec dir, Natl Wildlife Fedn.

Statement and Discussion: Opposition to complete protection for all species of marine mammals; endorsement of H.R. 10420.

Insertion: Current research efforts and mgmt history for fur seals, sea otters, walrus, and polar bears (p. 67-74).

CIS hearing abstract

PL92-522 **MARINE MAMMAL PROTECTION ACT OF 1972.**
Oct. 21, 1972. 92-2. •
●Item 575. 19 p.
86 STAT. 1027.

"To protect marine mammals; to establish a Marine Mammal Commission; and for other purposes."

Provides a moratorium on the taking and importation of any mammal or mammal product, except as regulated by Interior Dept or NOAA in consultation with the Marine Mammal Commission; initiates a study of the status of the North Pacific fur seal population in order to make act consistent with provisions of the North Pacific Fur Seal Convention; and authorizes research grants relevant to protection and conservation of marine mammals, including commercial fisheries gear development to reduce the incidental taking of marine mammals in connection with commercial fishing.

Legislative History (H.R. 10420 and related bills):

1971 CIS/Annual:
House Report: H563-25 (No. 92-707).

1972 CIS/Annual:
House Hearings: H561-3.
Senate Hearings: S261-42; S261-47.
House Report: H563-32 (No. 92-1488, Conference Report).
Senate Report: S263-22 (No. 92-863).

Congressional Record Vol. 117 (1971):
Dec. 6, considered in House.

Congressional Record Vol. 118 (1972):
Mar. 9, considered and passed House.
July 25, 26, considered and passed Senate, amended, in lieu of S. 2871.
Oct. 10, House agreed to conference report.
Oct. 11, Senate agreed to conference report.

Weekly Compilation of Presidential Documents Vol. 8, No. 44:
Oct. 28, Presidential statement.

CIS legislative history

3. Congressional Quarterly Weekly Report.
(JK1/C65/D Index Table 1 and Reference)

Summarizes Congressional activities for the week, including highlights of important hearings. Lists bills considered, selective voting records. Has quarterly index, cumulating to annual.

4. U.S. Congress. Congressional Record. (J11/R2/D)

Verbatim record of proceedings on floor of Congress. Daily during Congressional session with bi-weekly index. In bound form at end of session with cumulated index by subjects, personal names. Bill number index gives legislative history, including references to debate on floor.

5. U.S. Laws, Statutes, Etc. Statutes at Large. (KA73/U55/D)

Compilation of laws passed by each session of Congress, in chronological order. Has subject index, guide to legislative history and list of earlier laws affected by laws passed during the session. Citation form: 83 Stat 972.

6. U.S. Laws, Statutes, Etc. U.S. Code. (KA75/C1/U6/D)

A subject-arranged compilation of all Federal laws in force at time of its compilation. Has a subject and Popular name index. Annual supplements with indexes between compilations. Citation: 16 USC 2471.

7. Congressional Quarterly Almanac. (JK1/C66/D Index Table 1 and Reference)

Based on the Weekly Report (3 above), the volume annually summarizes information on major legislation with background information. Reprints important Presidential statements, key roll-call votes, brief histories of laws enacted.

8. Congress and the Nation, 1945-1964. and Supplements. (E743/C6/D)

Prepared by Congressional Quarterly, these give summary and background of legislative action much like the CQ Almanac. Subject index, voting records on important legislation.

B. Legislative process and sources - California

The legislative process in California is parallel to the Federal one. However, the printed publications containing the law and the records of its legislative history are quite different. There is NO record of the proceedings of the Assembly and Senate. The transcripts of hearings are not always distributed, although libraries like Davis try very hard to get as many as possible.

Sources:

1. California. Legislature. Assembly or Senate. Bills. (Docs Desk)

Bills are assigned consecutive AB or SB numbers and printed when introduced. They are reprinted after any amendment by either the committee or the full body.

Davis has state bills for the past several years in the Government Documents Department.

AMENDED IN SENATE APRIL 3, 1974

SENATE BILL **No. 1642**

Introduced by Senator Petris
(Coauthor: Assemblyman Carter)

January 28, 1974

An act to add Section 11546.3 to the Business and Professions Code, to amend ~~Sections 14007 and~~ SECTION *65302 of*, AND TO ADD SECTION 14670 TO, *the Government Code,* TO REPEAL ARTICLE 6.5 (COMMENCING WITH SECTION 5078) OF CHAPTER 1 OF DIVISION 5 OF THE PUBLIC RESOURCES CODE, *to repeal* SECTIONS 156.4 AND 156.6 AND *Chapter 8 (commencing with Section 2370) of Division 3, and add Chapter 7.5 (commencing with Section 2370) to Division 3, of the Streets and Highways Code, and to amend Sections 12804 and 21207 of the Vehicle Code, relating to bicycle paths, and making an appropriation therefor.*

LEGISLATIVE COUNSEL'S DIGEST

SB 1642, as amended, Petris. Bikeways.

Deletes provisions re bicycle lanes, and ~~instead creates the Division of Bicycle Transportation in the Department of Transportation~~ *and the Bicycle Recreation and Safety Act of 1971, and specified provisions re nonmotorized transportation facilities,* and enacts the California Bicycle Pathway Act ; ~~directing such division to promulgate design standards for class I and II bikeways, as defined. Provides that such design standards shall apply to all bikeways under the jurisdiction of specified local agencies~~ *under the administration of the Department of Transportation, with specified authority to*

82

2 1642 15 14

2. California. Legislature. Senate or Assembly. Weekly History. (Docs Desk)

The basic history of the current session, the Weekly History lists Bills in numerical order, gives author(s) and history. Also contains up-to-date committee lists. The Weekly History is supplemented by the Semi-final History, which lists bills which received final action during the first year of the two-year session, and by Daily History, which includes only the bills acted on that day.

S.B. No. 1642—Petris (Coauthor: Assemblyman Carter).

An act to add Section 11546.3 to the Business and Professions Code, to amend Section 65302 of, and to add Section 14679 to, the Government Code, to repeal Article 6.5 (commencing with Section 5078) of Chapter 1 of Division 5 of the Public Resources Code, to repeal Sections 156.4 and 156.6 and Chapter 8 (commencing with Section 2370) of Division 3, and add Chapter 7.5 (commencing with Section 2370) of Division 3, of the Streets and Highways Code, and to amend Sections 12804 and 21207 of the Vehicle Code, relating to bicycle paths, and making an appropriation therefor.

1974

Jan. 29—Introduced. Read first time. To print.
Jan. 31—From print.
Feb. 6—To Com. on TRANS.
April 3—From committee with author's amendments. Read second time. Amended. Re-referred to committee.

3. California. Legislature. Legislative Index. (Docs Desk)

Indexes both Assembly and Senate histories by subject. Also contains Tables of sections affected, which is a list of parts of present law which would be changed by pending bills. Revised weekly.

BICYCLES
facilities for: counties' and cities' use of Mills-Alquist-Deddeh act allocations, SB 821, 2205
licensing, AB 3329
lights and reflectors, revision of provisions re, AB 3329
recreation and safety act of 1971, bicycle: technical amendment, AB 1998
repair act, bicycle, AB 2634
safety instruction: elementary schools, etc., ACR 21; SB 1661
sales—
assembly requirement, AB 2635
law re operation, required attachment of summary, etc., of, AB 3064
serial number requirement, AB 2633; SB 1110
statewide bikeway committee: organization, etc., SCR 47
theft, etc., of bicycle or component part thereof, action against receiver of, SB 1585
trails, paths, etc.—
allocations to cities or counties re projects: computation, SB 2207
appropriation and allocation of bicycle path account funds, SB 1642
bicycle pathway act, California, SB 1642
bicycle recreation and safety act of 1971: repeal, SB 1642
bikeways act, California, SB 1642

4. California. Legislature. Final Calendar of Legislative Business. (J87/C2e/D)

Contains history, by bill number and subject index to all bills, constitutional amendments, concurrent, joint, Senate and Assembly resolutions introduced. Also tables of sections affected.

SENATE FINAL HISTORY 389

S.B. No. 1302—Dymally, Alquist, Grunsky, Rodda, Behr, and Moscone (Coauthors: Assemblymen Arnett, Cory, Dunlap, Bill Greene, Lewis, Fong, and MacDonald).

An act to amend Section 16601.5 of, to add Sections 16602.5, 16602.6, and 16711 to, to add Chapter 6.1 (commencing with Section 6445) to Division 6 of, and to add Article 1.5 (commencing with Section 16820) to Chapter 1 of Division 13, the Education Code, and to amend the heading of Chapter 2.5 (commencing with Section 16150) of Part 4 of Division 9 of, to amend Section 16150 of, and to add Sections 16151.5 and 16153.5 to, the Welfare and Institutions Code, relating to early childhood education, and making an appropriation therefor.

Mar. 15—Read first time.
April 12—To Com. on ED.
May 23—From committee with author's amendments. Read second time. Amended. Re-referred to committee.
June 19—From committee: Do pass as amended, but first amend, and re-refer to Com. on FIN.
June 20—Read second time. Amended. Re-referred to Com. on FIN.
June 30—From committee: Do pass.
July 3—Read second time. Amended. To third reading.
July 7—Read third time. Passed. To Assembly. (Ayes 22. Noes 6.)
July 17—In Assembly. Read first time. To Com. on ED.
July 24—From committee: Do pass as amended, but first amend, and re-refer to Com. on W. & M.
July 25—Read second time. Amended. Re-referred to Com. on W. & M.
July 26—From committee: Do pass as amended. Read second time. Amended. To third reading.
July 27—Read third time. Amended. To third reading.
July 31—Read third time. Amended. To third reading.
Aug. 4—Read third time. Amended. To third reading. Read third time. Passed. To Senate. (Ayes 43. Noes 21.)
Aug. 4—In Senate. To unfinished business.
Nov. 8—Made Special Order for Thursday, November 9, at 4:40 p.m.
Nov. 9—Senate concurs in Assembly amendment. To enrollment. (Ayes 26. Noes 8.)
Nov. 16—Enrolled. To Governor at 10:30 a.m.
Nov. 27—Approved by Governor. Chapter 1147.

5. California. Laws, Statutes, Etc. Chapter Laws.

As laws are enacted they are numbered consecutively and printed in slip law form. They are called Chapters and cited as Chapter 1366 of 1972, etc.

CHAPTER 1147

An act to amend Section 16601.5 of, to add Sections 16602.5, 16602.6, and 16711 to, to add Chapter 6.1 (commencing with Section 6445) to Division 6 of, and to add Article 1.5 (commencing with Section 16820) to Chapter 1 of Division 13 of, the Education Code, and to amend the heading of Chapter 2.5 (commencing with Section 16150) of Part 4 of Division 9 of, to amend Section 16150 of, and to add Sections 16151.5 and 16153.5 to, the Welfare and Institutions Code, relating to early childhood education, and making an appropriation therefor.

[Approved by Governor November 27, 1972. Filed with Secretary of State November 27, 1972.]

The people of the State of California do enact as follows:

6. California. Laws, Statutes, etc. Statutes of California and Digests of Measures. (JK8765/A51/D)

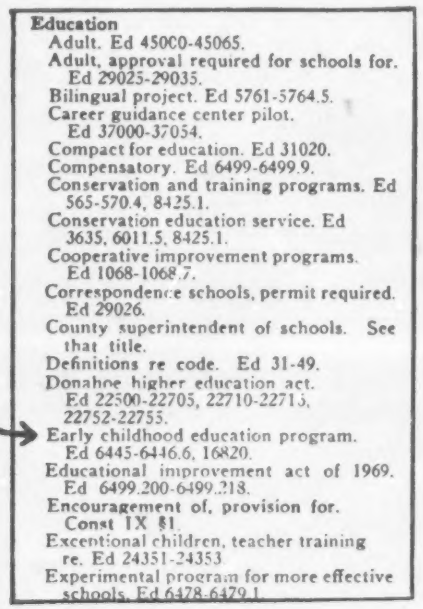
   Reprints laws as passed in order by Chapter number. Also contains a record of sections affected and subject index.

7. California. Laws, Statutes, etc. Codes.

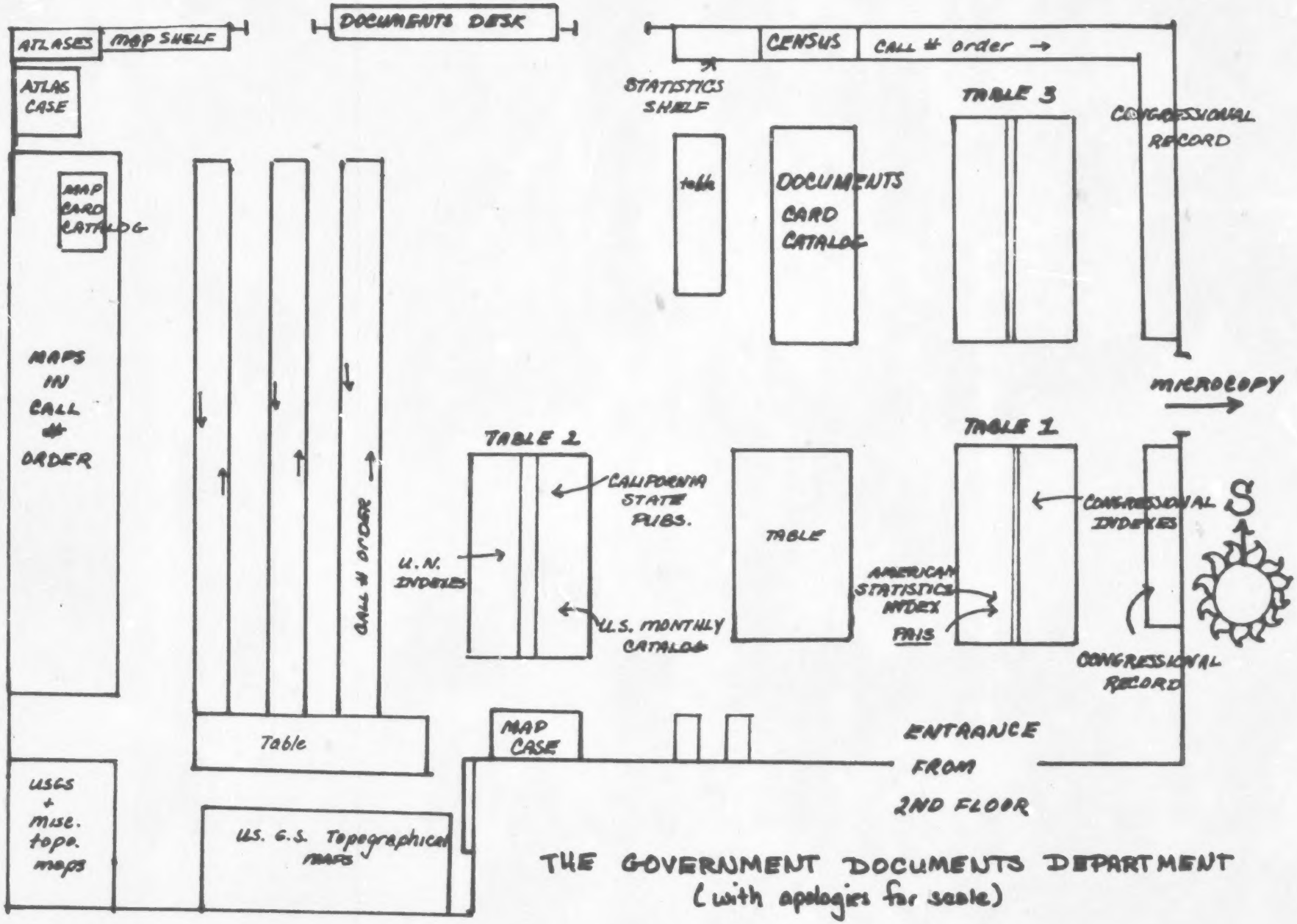
   The laws in force in California are published in 27 subject codes. Examples are the Education, Penal, Vehicle, and Health and Safety Codes.

8. LARMAC. Consolidated Index to the Constitution and Laws of California. (KA227/L3/D)

   A subject index to all the California codes. "Popular Titles, Acts by" heading is an index by popular name, e.g. Williamson Act.



Education
Adult. Ed 45000-45065.
Adult, approval required for schools for. Ed 29025-29035.
Bilingual project. Ed 5761-5764.5.
Career guidance center pilot. Ed 37000-37054.
Compact for education. Ed 31020.
Compensatory. Ed 6499-6499.9.
Conservation and training programs. Ed 565-570.4, 8425.1.
Conservation education service. Ed 3635, 6011.5, 8425.1.
Cooperative improvement programs. Ed 1068-1068.7.
Correspondence schools, permit required. Ed 29026.
County superintendent of schools. See that title.
Definitions re code. Ed 31-49.
Donahoe higher education act. Ed 22500-22705, 22710-22715, 22752-22755.
Early childhood education program. Ed 6445-6446.6, 16820.
Educational improvement act of 1969. Ed 6499.200-6499.218.
Encouragement of, provision for. Const IX §1.
Exceptional children, teacher training re. Ed 24351-24353.
Experimental program for more effective schools. Ed 6478-6479.1.



THE GOVERNMENT DOCUMENTS DEPARTMENT
(with apologies for scale)

98

91

6 Bibliographies

I. General bibliographic sources
II. Subject bibliographies
III. Reference guides and handbooks
IV. Union catalogs and book catalogs
V. Trade catalogs
VI. Dissertations

Reading: Gates, Chapter 13

To many students, the word bibliography has a pompous, disagreeable, and somewhat overly scholastic ring to it; however, bibliographies are merely tools designed to simplify the location of materials. Ultimately, libraries and research depend upon bibliographies. As you can see from the description in Gates, almost any list of materials is called a bibliography - from a card catalog, an index, a list of sources for a paper, Winchell's Guide to Reference Books, etc. Your main problem as a student is to decide which bibliography to use with a given problem.

I. GENERAL BIBLIOGRAPHIC SOURCES

Problem: you are planning to do research on a topic and you would like to know if anybody has compiled a list of books and other materials on the topic that you could use to begin your search or to double check your search.

Answer: what you need is a book that lists books that lists books. Surprisingly there is a variety of them - some general, some specializing in a limited subject area. The two best known ones are ...

Z 1002 B4 1965 R — Besterman, Theodore. A World Bibliography of Bibliographies.

Lists over 117,000 bibliographies printed as books or pamphlets. Arranged by subject. Cut off date 1963. Does not pick up bibliographies printed at the backs of books or in journal articles.

Z 1002 B5 R Index Table B — Bibliographic Index. 1938-date.

A Wilson Index like the Readers' Guide that lists bibliographies found in books, pamphlets and periodical articles. Arranged by subject. To be included, a bibliography must have more than 50 citations.

II. SUBJECT BIBLIOGRAPHIES

The whole point of Besterman and Bibliographic Index was to lead you to subject bibliographies. They are particularly good at uncovering bibliographies tucked at the back of books, pamphlets and journal articles. There are, however, other ways to arrive at the same point.

A. The main card catalog and the reference card catalog list subject bibliographies under the subject heading divided by the word BIBLIOGRAPHY.

i.e. U.S. - HISTORY - BIBLIOGRAPHY

The advantage here is that you will uncover things available at U.C.D.

B. A reference book guide, like Winchell, will list bibliographies by topic. Winchell chooses the best sources available and explains their uses.

Problem: you aren't an expert on your topic. You would like to start with a list of books on it compiled by an expert.

Answer: locate a good subject bibliography.

III. REFERENCE GUIDES

At several points in the course we will extoll the virtues of the "guide to the literature of . . ." type of book. While each one is different, most include:

____ sections on basic reference tools on the subject with instructions on how and when to use them

____ the titles of definitive works and major journals in the field.

____ information on the special bibliographic and stylistic rules of the subject

They usually cover a broad area, like biological sciences or dramatic arts, and unlike most bibliographies they emphasize how and when to use individual books.

To be of any value, a reference guide should be fairly new - no more than 15 years old.

IV. UNION CATALOGS & BOOK CATALOGS

Some of the most useful tools in libraries are the catalogs of other libraries. Union catalogs contain the holdings of more than one library. We have the National Union Catalog and the University of California Union Catalog. Many important libraries, especially those with unique subject collections, have made book copies of their card catalogs. The copies can be sold to other libraries and research centers. We have the catalogs of over thirty such collections.

A. AMERICA'S UNION CATALOGS

The Library of Congress in Washington, D.C., is the center of the nation's libraries. It is responsible for acquiring and cataloging a staggering number of books published throughout the world - including nearly every item published in the English language. More than 2000 cooperating libraries assist in these acquisition and cataloging chores.

LC is also responsible for organizing several huge union catalogs containing information about millions of books, records, motion pictures and filmstrips which have been cataloged by U.S. libraries.

Students can use L.C. catalogs for proof that a book or pamphlet or other item exists; to locate materials in other libraries; or to verify that the information in a citation is correct.

Z
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Bib
Center

The National Union Catalog, Pre-1956 Imprints.
London: Mansell, 1968- (In progress)

When this set is complete in 1979 it will contain 610 volumes and cover over 12 million items. Currently the catalog is complete through the letter M. Material is found by the main entry only. It will incorporate and supercede parts of smaller sets listed below.

1. A Catalog of Books Represented by Library of Congress Printed Cards Issued to July 31, 1942.

   Covers books cataloged before 1942.

2. The Library of Congress and National Union Catalog Author Lists, 1942-1962.

If the first letter of the author's name is n-z, you will have to use one of the older sets. Remember that the dates covered reflect the times that the books were cataloged - not the books' publication dates.

Z
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Bib
Center

The National Union Catalog: A Cumulative Author List, 1956-

As books are cataloged by participating libraries, photocopies of their cards are compiled into these sets. Issues of the National Union Catalog are released each month and the monthly units are replaced with quarterly, annual and multi-annual sets. As a rule, the NUC should be used for books published after 1955.

Z881 A1 C325 R — Library of Congress Catalog of Books: Subjects 1950- (135 volumes & growing)

This set is very similar to our subject card catalog - except, of course, it is much larger.

B. LIBRARY BOOK CATALOGS

U.C.D. owns the book catalogs of many outstanding libraries. These are listed in the reference card catalog by the library's name and under their subject specialties. For example, a library's catalog, if it specializes in art, might be listed under the subject heading ART - BIBLIOGRAPHY - CATALOGS. Book catalogs from other libraries are most often used by graduate students when they are searching for all of the available material on a topic. Many items picked up by these specialized collections will not be found in the National Union Catalog.

CATALOGS OF OUTSTANDING LIBRARIES

Z 881 H349 R — Harvard University.
The Widener Library Shelflist.

Lists by classified subjects over 2.5 million volumes in this library.

Z 881 P5318 R — American Philosophical Society. Library.
Book catalog. 37 vols.

This is one of the oldest (founded in 1743) and most respected libraries in America. Noted in History of American Sciences and Culture, Frankliniana, American Indian Languages.

Z1215 A264 R — The American Antiquarian Society. Library.
Dictionary catalog of American Books, 17th-19th Century. 20 vols.

Americana to 1876.

Z 921 B8 Bib Center — British Museum.
British Museum General Catalogue of Printed Books. 263 vols. and Supplement 1: 50 vols. and Supplement 2: 26 vols.

Z 5076 U55 R — U.S. Department of Agriculture.
Dictionary Catalog of the National Agricultural Library. 73 vols. and supplements

C. BOOK CATALOGS OF THE U.C. SYSTEM

U.C.D. has four large sets of book catalogs covering the U.C. system. They are used daily by Interlibrary Loan Librarians and students needing books that Davis does not have.

BIB CENTER — California. University. Berkeley.
Author Title Catalog. 115 vols.

This filmed version of the card catalog at Berkeley contains the author and title cards for most materials at Berkeley - as long as they were cataloged before 1963.

Z881 C25 BIB CENTER — California. University. Bancroft Library.
Catalog of Printed Books. 22 vols. + 6 vols.

Berkeley's Bancroft Library began around the personal library of San Francisco historial and bookman Hubert Howe Bancroft. The catalogs list over 175,000 items relating to the history of California and the West.

BIB CENTER — California. University. Los Angeles.
Catalog of the Library 1919-1962. 129 vols.

Z 881 C26 BIB CENTER — California. University.
Union Catalog of Monographs Cataloged by the Nine Campuses from 1963 through 1967. 47 vols.

This set picks up where the U.C.L.A. and U.C.B. catalogs leave off. It also contains a subject section.

V. TRADE CATALOGS

A. The World of Books.

Many useful bibliographies in the library are created for commerical purposes - to help librarians to locate and purchase items or to advertise books. Students can use these trade bibliographies to locate new materials, to buy books or to verify information obtained from older sources.

Books are produced by business firms called publishers. Each publisher owns the rights to individual books which have been purchased from the authors. For each new book he publishes, a publisher will have printed the number of copies which he hopes or expects to sell. If these are exhausted, more may be printed.

The terms below are frequently used to describe books.

a printing	all copies of a book printed at the same time belong to a "printing". If a book sells out and more identical copies are made, they would be part of the second printing. Ponular books can have many printings.
in print	as long as a publisher has copies of a book in his warehouses, it is said to be "in print".
out of print or o.p.	when the publisher's supplies of a book are gone, the book goes "out of print". Copies may still be available through wholesalers who buy in volume for resale to bookstores and libraries; however, it is usually difficult to locate or buy an o.p. book.
edition	When changes are made in the contents of a book, it is printed as a new edition. Changed material is usually copyrighted.
verso	the back of the title page in a book. Copyright, edition and printing information including dates are usually found on the "verso".

B. Major Trade Catalogs

While trade catalogs are published for commercial purposes - like helping prospective buyers locate and buy books - they can be used by students to verify information, locate new books, or buy books.

Z
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Telephone
Directories

Books in Print. (BIP). annual. 4 vols.

If you have ever ordered a book through a bookstore, you may have seen the salesperson checking in a large volume to see if your books was in-print. The volume was B.I.P. All books from most American publishing houses are listed here by author (and/or editor) and title. A book will be listed in BIP as long as it is in print. Bookstores can order for you any book listed in BIP. The price given in BIP should be your final price, since it includes the dealer's profit. New books appearing on the market are listed in Forthcoming Books until the next annual BIP is released. U.C.D. automatically receives university level books that are listed in BIP on a standing order basis.

Several smaller lists similar to BIP are printed by Bowker for special uses. These are . . .

Paperbound Books in Print
El-Hi, Textbooks in Print
Children's Books in Print
Law Books in Print
Large Type Books in Print

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QR

Subject Guide to Books in Print. annual. 2 vols.

Most books in BIP are listed again in the Subject Guide by LC subject headings. A book may be listed more than once - as in the main card catalog. Librarians frequently use the Subject Guide to locate new books on current topics - like the Watergate scandals. Due to processing delays books will often be in the library long before cards are filed in the subject card catalog. You should always ask at the Loan Desk if you want a new book that is not in our card catalog.

Z1215
P8
QR

Publishers' Trade List Annual. (PTLA). annual 6 vols.

Books in Print is based upon PTLA. PTLA is merely a cumulation of publishers' catalogs which most U.S. publishers submit to Bowker (publisher of BIP, PTLA, and a variety of other bibliographic tools).

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Center

Cumulative Book Index. (CBI). 1898-

Unlike Books in Print, which lists books from U.S. publishing houses only, this tool picks up books from publishers throughout the world - provided they are printed in English. It also records all U.S. publications - regardless of language. Consequently, its coverage is much broader than BIP and it includes more titles each year. U.C.D. has old volumes of CBI going back to 1898. It is used to verify publishing information, acquire new books, and search for books on topics. It must be used to verify information about books that have gone out of print, since they are dropped from Books in Print. Until 1928 CBI was called the U.S. Catalog. Books are listed in CBI during their first year of publication.

Tools equivalent to BIP and CBI exist for most major European nations. They are in the Bibliographic Center and are used primarily by the library staff for purchasing books or by graduate students.

VI. DISSERTATIONS & THESES

Since dissertations and theses represent much of the current, new research coming out of our universities they are vital, primary sources for researchers. Unfortunately few dissertations are ever published commercially and they are virtually impossible to obtain unless they have been microfilmed. Fortunately many are available on microfilm.

Through the main card catalog you will find only those dissertations and master's theses owned (and probably done) at U.C.D. These will be cataloged like books. You will find dissertations listed in many indexes, like MLA, Biological Abstracts, and Psychological Abstracts. But, you will probably find that indexes to dissertations and theses are the fastest ways to locate and obtain them.

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D55
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Dissertation Abstracts International. (DAI). 1938-

Many, but not all, U.S. and foreign universities submit dissertations to DAI, which is now owned by Xerox. Dissertations are microfilmed and the abstracts are printed in DAI. Microfilm (about $5.00) or hardcopy duplicates can be purchased from the publisher at nominal fees. Our Interlibrary Loan Service has the necessary forms.

Z
5055
U49
D57
R

Comprehensive Dissertation Index. 1861-1972.

This is an author and subject index to dissertations.

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5055
U49
D61
R

American Doctoral Dissertations. 1933-

A complete listing of doctoral dissertations accepted by American universities. It therefore includes many not in Dissertation Abstracts, but, of course, abstracts are usually not available for these.

Z
5055
U5
M3
R

Master's Abstracts. 1962-

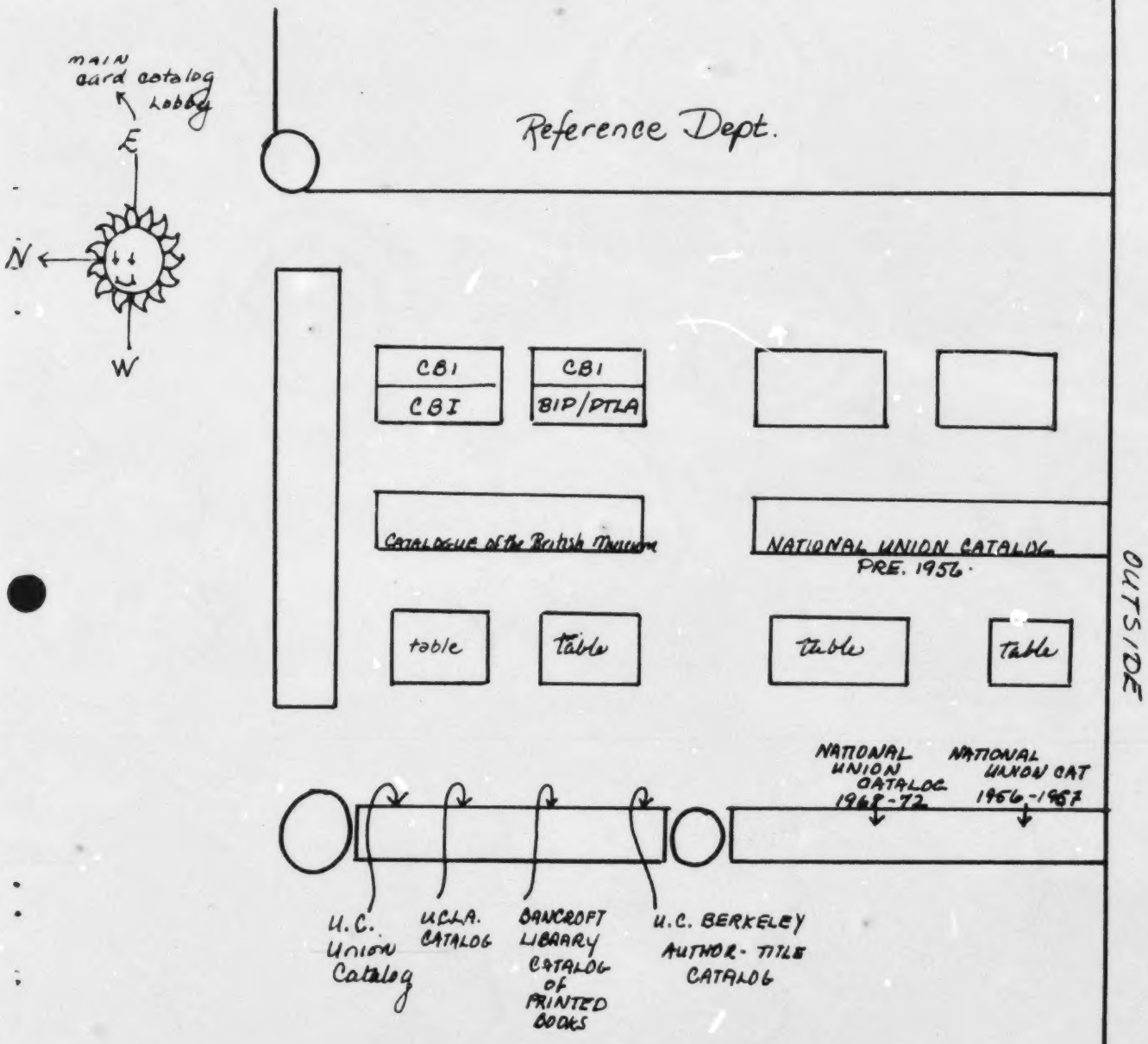
Lists and abstracts master's theses available on microfilm from Xerox. At this time, only a small fraction of the theses done at colleges and universities are listed in it.

Z
5055
U49
B55
R

Black, Dorothy M.
Cuide to Lists of Master's Theses. 1965.

Although dated, this list is useful since master's theses are excluded from most dissertation lists.

MAP OF THE BIBLIOGRAPHIC CENTER



BIP Books in Print + Subject Guide to BIP

CBI Cumulative Book Index

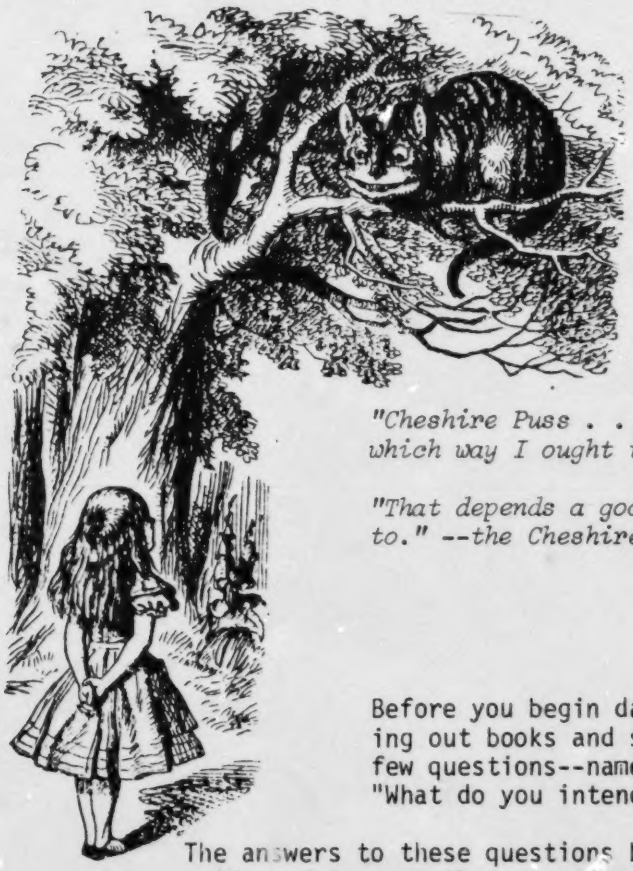
PTLA Publishers Trade List Annual

100

2 Research Strategies Evaluation of Sources

READING: GATES, CHAPTER 24, pp 281-295

I. RESEARCH STRATEGIES
II. EVALUATION OF SOURCES
    A. BOOKS
    B. FILMS
    C. PLAYS
    D. POEMS, SHORT STORIES



"Cheshire Puss . . . Would you tell me, please, which way I ought to go from here?" --Alice

"That depends a good deal on where you want to get to." --the Cheshire Puss

Before you begin dashing wildly about the library checking out books and scribbling notes, you have to answer a few questions--namely, "Where do you want to go?" and "What do you intend to accomplish by going?"

The answers to these questions become a research strategy that acts as a guide and insures that no major opportunities are missed along the way. A good strategy also guarantees that the resulting opus--be it a report, term paper, or dissertation--will have integrity and focus instead of being a disjointed imitation of a shotgun blast.

In Chapter 24, Gates outlines one standard method of establishing a research pattern. Actually, the strategy that you will use on any given search will be modified greatly by the requirements of the topic and by your personality. Still, there are a few constants. Any strategy should

help you accomplish the following . . .

1. establish a workable topic - restrict or expand it to fit the nature of the paper you will write.

2. establish a thesis statement and tentative outline for the entire paper.

3. locate all of the relevant materials in the library and gather pertinent information.

4. write up the final project using the information gathered and following the thesis and outline established.

The strategic approach outlined by Gates emphasizes the steps involved in selecting and refining the topic and thesis of a paper. Unfortunately, few of us are patient enough to devote a few hours of thought to this foundation process. But without it, the resulting research is often disjointed, ever changing in focus and unsatisfying. The resulting papers tend to look as though they were designed by a committee - meandering about in all directions until they terminate at the assigned number of words.

Various members of the U.C.D. library staff have devised the research plan outlined below. It is more concerned with the library research process than Gates, and could be combined effectively with Gates.

1 SELECTING A TOPIC (THAT YOU LIKE AND THAT WILL WORK)

a Read an article about it in a general or specialized encyclopedia noting . . .
1) if the encyclopedia covers the entire topic in just a few words, it may be too narrow for a paper.
2) if the encyclopedia devotes several thousand words to the entire topic, it may be too large for a research paper.
3) if the encyclopedia article says exactly what you plan to say, there is no room for you in that topic.
4) if you decide to pursue the topic, make bibliography cards for books or articles cited as sources for the encyclopedia article.

b Arm yourself with a research guide that covers the area you are planning to study. For example, if you are interested in studying the impact of human populations upon the flora of Yolo County, your bible could be A Guide to the Literature of the Zoological Sciences.

c Make up a list of words describing your topic and check them out in the L.C. Subject Headings List. It will . . .
1) confirm that certain words will be used
2) suggest related subject headings and/or subdivisions of your original list.
3) keep a list of usable subject headings
4) pick out a few of the most likely books, scan their indexes and tables of contents. Read a bit.

d. Look up the subject headings you found in the main subject card catalog.
1) Does U.C.D. have enough books on the topic to give your paper a variety of opinions - if that is necessary?
2) or, has somebody done exactly what you were planning to do in your paper. If so, change topics. Don't compete with professionals or try to cover in 10,000 words what an expert covered in 500 pages.

e. Check the periodical literature on your topic by scanning a few logical indexes and abstracts to see what kinds of articles are written on the subject. Read a few of the most obvious articles.

2. Establish your goals in the paper and put them in writing. Include . . .

a. A thesis statement telling the purpose of your paper.

b. An outline (very "tentative") based upon what you have read in encyclopedias, books and articles.

c. A flexible checklist of places you might check for information. Consider

books
serial articles
government documents
pamphlets
microfilm
essays in books
others (interviews, TV shows, etc.)

some can be eliminated. Newspapers don't print much on obscure scientific matters. The U.S. Government is an unlikely source to look for criticism of Shakespeare.

3. Now begin your search being careful to make bibliography cards for each item you will use and note cards for each idea you think you can use. (Gates' note cards are rather cumbersome. See our samples at the back of this section for a faster method.)

a. BOOKS

1) Use the subject card catalog and look up the headings on your list. Make a bibliography (bib.) card for each book that looks good. Judge books by the publishing date, bibliographies, illustrations, etc.
2) Look for bibliographies. Go to wider topics if necessary.
3) Scan the tracings on each book card to see if you will find other good subject headings.

Examine the books you have uncovered using the tables of contents and indexes
a) check their bibliographies for other books.
b) note the type of materials the author used - primary, secondary,

government documents, etc. If none of your books are government documents, you can fairly assume that you need not check the U.S. Monthly Catalog.

c) Note the date of materials included in bibliographies. The author may have done a complete research job till 1969, for example.

d) Make a note card for each idea you pull from a book.

b. SERIAL ARTICLES

1) Locate the indexes that cover magazines in your topic.

2) Estimate the years in the indexes you will want to cover

-- in some fields, large important discoveries make their way from journal articles to books in a few years.

-- in other fields, journals can be used as primary sources. If you wish to know what America was thinking in 1932, use serials from 1932.

3) Use the list of subject headings left over from the main card catalog as you venture into indexes and abstracts. They may not conform exactly, but they are a starting point.

4) Make a bib. card for each article you intend to check before you leave the index.

5) Examine each article as critically as you did each book - noting bibliographies. Make note cards as you go.

c. BIBLIOGRAPHIES

Your search through the subject card catalog probably uncovered any bibliographies on your topic that U.C.D. has, but you may wish to explore bibliographic sources discussed in Week 5 if your paper is to be long or definitive or if you are not finding enough materials in indexes and card catalogs. But, bibliographies can be frustrating since they will list materials unavailable at U.C.D.

d GOVERNMENT DOCUMENTS

If the card catalog, indexes or bibliographies have given you the titles of government documents on your topic, you should check out the indexes in Government Documents.

e. PAMPHLETS

The pamphlet files contain many short bibliographies and propaganda literature. It's worth a try.

f. ETC.

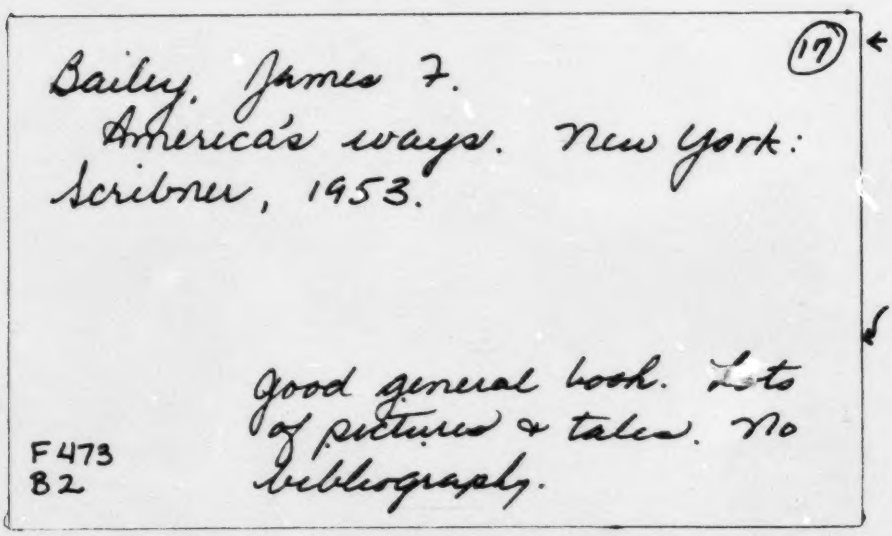
Essays?
Special collections on campus?
Microfilm?
Interviews?
Recordings?
Other libraries?

WHAT TO DO WITH WHAT YOU FIND — KEEPING IT ALL IN LINE

Every serious researcher develops a method for organizing notes and bib cards. Shortcuts usually lead to problems - like quotes without footnotes or lost information.

Gates suggests a few ideas on note and bib cards. Here are a few more.

> Make a bibliography card for each item you think you might use. The information on the catalog card is usually correct. Cards can be alphabetized later for your final bibliography.



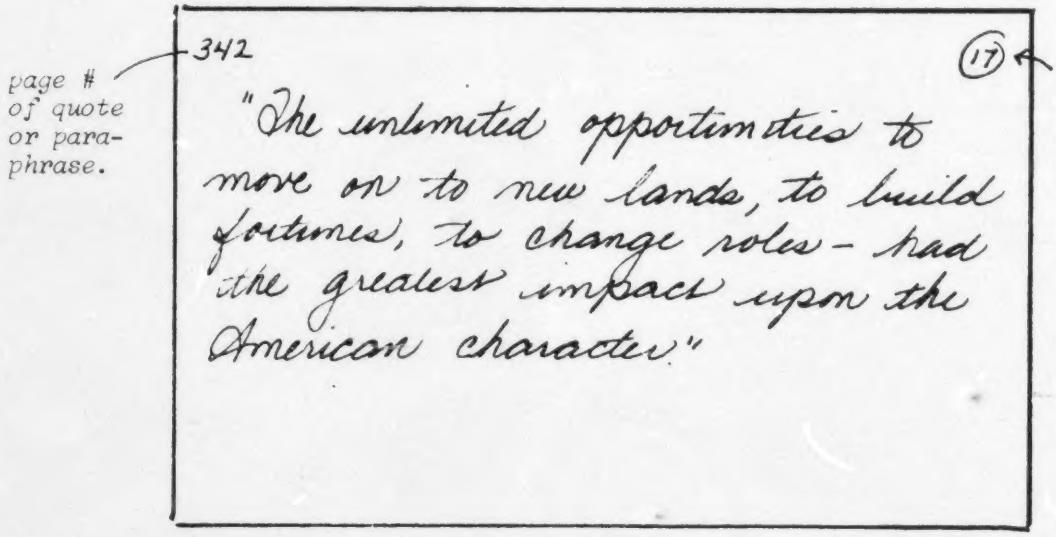
assign code # to use on note card. Saves rewriting the bib. info on each note card.

include a comment of contents or usefulness.

library's call #

Be sure to include all of the information on your bibliography card you will need for footnotes or bibliographies.

Make a note card for each idea. Cards can be shuffled around to conform to the outline when you sit down to write. If you have two ideas on one card, they can't be split up to use in different parts of the paper.


342
(17)
"The unlimited opportunities to move on to new lands, to build fortunes, to change roles - had the greatest impact upon the American character."

page # of quote or paraphrase.

code # indicates source, book, article, etc.

It is usually safest to quote an opinion i.e.: "The greatest impact . . ."; however, facts and figures are less sensitive to interpretation and may be paraphrased.

II. Evaluation Sources

Read Gates p. 249-250.

The job of a book reviewer is to inform prospective buyers of a book's merits and shortcomings. Reviewers are usually experts in the subject areas of the books they read and review; they scrutinize each book for accuracy, logic, biases, style and impact on the world of learning. Although most reviews were not intended for students, they can be profitably used for interpretation, selection of worthwhile sources for a paper, or for biographical data on the author.

Locating reviews can sometimes be a difficult or involved process - especially when the book being reviewed is very specialized or academic. Fortunately, there are several good reference books that will guide you to reviews in journals and newspapers. Reviews are usually printed shortly after a book appears on the marketplace, so you must know the date of publication for a book before you begin searching for reviews.

It is very difficult to find reviews for books published before 1850, because we have few sources for them.

In the subject side of the card catalog you should find listed critical works on most major authors - such as Steinbeck or Twain. Unless you are specifically interested in reading the contemporary reaction to a newly published book, critical works about major authors are more useful than reviews.

SOURCES

Z
1219
B6
R
Index
Table
C

Book Review Digest. 1905-date, monthly with annual cumulations. Indexes reviews of English language books or English translations of foreign books. Books must be fairly widely reviewed to be included; (See the preface of any bound volume), therefore, it is not a good source for specialized books. Its chief advantage is the inclusion of excerpts from many reviews.

Z 1035 A1 B6 R Index Table C

Book Review Index, 1965-1968, 1972- Annual with small cumulations. The Index covers many more sources and books than Book Review Digest. It prints just the citation for a review without a summary.

Z 1007 I5 R Index Table C

Index to Book Reviews in the Humanities, 1960-date. Annual. Indexes reviews in approximately 225 humanistic English language journals. Subject strengths: art, biography, dance, drama, folklore, language, literature, music, philosophy, travel.

AI 3 R4 R Index Table E

Nineteenth Century Readers' Guide, 1890-1899. Precedes Book Review Digest. In 1904, the H.W. Wilson Co. removed reviews from the Readers' Guide and created Book Review Index.

AI 3 P7 R Index Table E

Poole's Index to Periodical Literature, 1802-1907. Reviews are listed under the name of the book's author.

Z 1219 N4 R Index Table C

The New York Times Book Review Index, 1896-1970. Indexes everything printed in the book review section of the New York Times. After 1970, consult the regular index to the New York Times under "Book Reviews"

Q 181 A1 A68 R Index Table C

Science Books 1965- Prints reviews of scientific books designed for elementary, secondary, and junior college use, or written for the layman. Science Books is not an index to book reviews. It is a magazine that prints original book reviews. If you use it in your assignment, Science Books should be cited as the journal the review is in.

Z 7913 T4 R Index Table C

Technical Book Review Index, 1952- Prints excerpts of reviews from journals in technology.

WHAT TO DO WHEN NOTHING WORKS

1. Double check the book's publication date. A book is usually reviewed the first time it is printed. It is rarely re-reviewed at later printings or new edition dates.

2. Check the year following the publication date. A book released in December may not be reviewed until the following year.

3. Sometimes the book is too specialized to have been picked up by any of the sources listed above. You may have to go directly to the journals that routinely publish reviews in that field. For example, you might check the annual indexes of the American Historical Review for a history book not picked up in an index.

4. Give up and ask a reference librarian for help. Who knows?

B. Film Reviews

Most film reviews are written for the same purpose as book reviews - to help the consumer avoid lemons and find diamonds. For many films, newspaper and magazine reviews will be the only critical source available.

Recently, as films are becoming an academically acceptable art form, many serious critical books are being written about films, directors and actors. These can be found in the main subject card catalog under the director's name or under the subject heading, MOTION PICTURES. Essay and General Literature index can be used to locate criticism printed in books about individual films.

SOURCES FOR FILM REVIEWS

PN1995
N4
R

The New York Times Film Reviews, 1913-1968. is probably the most convenient source to use since the reviews, with photos, are in the book. Reviews are, of course, all from the newspaper. After 1968, The New York Times Index, under the heading MOTION PICTURES--REVIEWS, can be used to locate reviews in the microfilm copies of the New York Times.

AI
3
R4
R

Readers' Guide to Periodical Literature, 1900-. lists all reviews printed in magazines it indexes. Reviews are listed alphabetically by the title of the film under the heading MOVING PICTURE PLAYS--CRITICISM, PLOTS, ETC. The Art Index lists film reviews the same way.

Index table E

**Z
5782
S342
R
Quick Ref

Salem, James M. (ed.) A Guide to Critical Reviews: Part IV: The Screenplay from the Jazz Singer to Dr. Strangelove in most respects duplicates the New York Times Index and the Readers' Guide; however, it is easy to use and is especially useful when you do not know the date of a film.

Z5784
M9
W75
R

The Film Index: A Bibliography gives good coverage of books, articles and other materials written before 1936. A subject index is helpful, as are annotations for many listings.

C. PLAY REVIEWS

Methods for locating reviews of plays are similar to those used for finding film reviews. A few good sources for reviews are listed below.

The subject card catalog lists books of criticism and analysis under the playwright's last name and under the headings THEATER-REVIEWS and DRAMA-HISTORY AND CRITICISM.

SOURCES

PN1581
N4
R

The New York Times Theater Reviews. 1920/1970. reprints reviews published in the newspaper along with photos. Included all forms of theater from drama to musical reviews. Indexed by title and personal names of performers, directors, producers, playwrights, scenic designers, etc. For plays produced before 1920 or after 1970 consult the regular issues of the New York Times Index.

**Z5782
S342
Quick
Ref

Salem, James M. A Guide to Critical Reviews.
Part I. American Drama from O'Neill to Albee.
Part II. The Musical
Part III. Modern British and Continental Drama.
Lists plays under the playwright's name with a title cross index at the back. Most reviewing sources cited could be found in the Readers' Guide or the New York Times Index; but Salem is convenient.

AI
3
R3
Index
Table E

Readers' Guide to Periodical Literature.
Lists plays under the Playwright's name. Use the list of play titles under the heading DRAMAS-SINGLE WORKS if you don't remember the playwright's name.

PN
1601
N4
R

New York Theatre Critics' Reviews. 1940-date.
Each week this magazine reprints reviews from major New York newspapers, magazines and television stations. Indexed.

D. POEMS, SHORT STORIES

Stories and poems are rarely adequately reviewed, since reviewers have no time to comment on each item in a collection. It is also difficult to find criticism of short works through the main subject card catalog, although, sometimes, if an author is well known, short works will be discussed. The following sources can be used to find criticism buried in journals and books. If these fail, ask the reference librarians for more help.

GENERAL

Z7006
M63
R
Index
Table
C

MLA Bibliography.
Each year this bibliography indexes books, journal articles, and dissertations published throughout the world on literature and linguistics. It is often the best way to find criticism of poems and stories. Reviews are picked up, but MLA emphasizes in-depth criticism rather than contemporary reviews.

POETRY

PR
89
C5
R

Cline, Gloria S. and Baker, Jeffrey A. An Index to Criticisms of British and American Poetry. Metuchen, N.J.: The Scarecrow Press, Inc., 1973.
Indexes poetry criticism from books and journals printed between 1960 and 1971.

**Z2014
P7
K8
R
Quick Ref

Kuntz, Joseph M. Poetry Explication. Chicago, Ill.: Swallow Press, 1962.
Indexes criticism of British and American poetry printed in books and journals between 1925 and 1959.

PR
401
E9
R

The Explicator Encyclopedia. volumes 1 and 2.
Reprinted essays on individual poems that were originally published in the magazine The Explicator. Covers most major poets.

SHORT STORIES

**Z
5917
S5
W3
R
Quick Ref.

Walker, Warren S. Twentieth Century Short Story Explication. Metuchen, N.J.: The Shoe String Press, 1967.
Indexes critical essays from books and articles in journals printed between 1900 and 1966. Supplements bring the work up to 1972.

112

English 48

8 MAPS, MICROCOPY, AUTOMATION

WHERE

Second Floor, Rm. 265 + 279 of the Government Documents Department

I. MAPS

WHEN

Monday - Friday 8 a.m. - 5 p.m.
Monday, Wednesday 7 p.m. - 10 p.m.
Saturday 10 a.m. - 12 noon, 1 p.m. - 4 p.m.

REGULATIONS

Use privileges are extended to all members of the academic community and to other interested persons. Maps, with the exception of the "Master Copy" file of California topographic maps, circulate for one week, and are renewable twice for one week periods. Due to the unique physical format of maps and the kinds of use and abuse they are subject to, we ask they not be folded or used in the field. There are inexpensive photocopying facilities available.

WHAT?

The map collections function is to serve the needs and support the teaching and research activities of the University of California, Davis. As a result we try to collect those items of direct interest to the academic community.

Geographic coverage of maps

Geographically, our emphasis is California and the Western States. Also collected are maps of areas having a similar climate and type of agriculture as found in the Central Valley of California. Of special interest to users are the USGS topographical coverage at the scale of 1:24,000 and 1:62,400 for

California
Arizona
Nevada
Oregon
Washington
Hawaii

In addition, there is topographical coverage at a scale of 1:250,000 for the United States, including Alaska, and 1:1,000,000 topographical coverage for the world.

There are other various maps of different parts of the world.

Subject coverage

Agriculture has long been a strong subject on this campus so we collect heavily in subjects relating to it such as soils, vegetation, water resources and irrigation, geology, land use, crops, especially in those geographical areas outlined above.

The map collection's holdings are by no means restricted to these subjects. Many other topics such as mines and mineralogy, economics, history and government are also covered.

HOW Access to the collection is via the map card catalog. The approcah is geographical, subdivided by subject as necessary with all entries arranged by date.

HINT: In most cases, the best approach to use in searching for a map of an area is from specific to general. Determine as specifically as possible the area for which you are looking and check the file to see if it's there. If you find nothing, go on to the next largest geographical entity, if again nothing, continue to the next larger until you run out - like say the world. If you don't meet with success, come to the Documents Reference Desk and we'll see if we can help.

MISCELLANEOUS

The Library also receives nautical charts for the West Coast and Pacific Islands as well as Aeronautical charts of the United States. There are also maps for all of the National Forests.

ATLASES

The map collection has a small highly selective collection of atlases dealing with broad geographic areas such as continents and large countries and special subjects such as agriculture. The rest of the atlases are in the main stacks or Reference.

GAZETEERS

There is a collection of gazetteers in the map collection which will be very helpful in locating points of geographical interest. The most extensive are the gazetteers of the U.S. Board of Geographic name's.

Reminders and requests

Do not fold the maps, even if it appears they've been folded before. Folding damages the maps and shortens the time they will be of use to others.

Do not refile anything.

II. THE MICROCOPY COLLECTION

Microfilming has come a long way since James Bond was copying secret documents in the Ukrainian Embassy in Turkistan. Today, most libraries use microforms to store printed materials. They are much smaller than the actual documents; they are often cheaper to purchase; and they are more durable than paper copies.

U.C.D. uses the four most popular formats:

1. Microfilm (35mm reels)
2. Microcard (3 X 5 opaque cards)
3. Microprint (6 X 9 opaque cards)
4. Microfiche (3 X 5 or 4 X 6 transparent cards)

Readers for these are available in the Microcopy Room of the Government Documents Department. The Library Copying Service on the 2nd floor of the library can make 8 X 11 paper copies of all microcopy items. Books, periodicals, newspapers, government publications, and manuscripts are on microcopy. Many, but not all, are cataloged in the main card catalogs.

A. COLLECTIONS & SETS AT U.C.D.

Early American Imprints

(Z1215/E8/D in the Microcopy Room)

The ultimate goal of the Early American Imprints microfilm set is to include a copy of every book, newspaper, broadside or pamphlet printed in the U.S. between 1639 and 1830. U.C.D. has now received items published before 1813. Evans' American Bibliography indexes items from 1639-1800. R.R. Shaw's American Bibliography covers items from 1801 to 1819. The unfinished remainder of the set will be covered by Richard Shoemaker's Checklist of American Imprints.

Human Relations Area Files

Anthropological researchers maintain this microfiche file of cultural and natural information about the peoples of the world. The set is not analytically cataloged in the main card catalog; however, it is well indexed by the Outline of World Cultures and the Outline of Cultural Materials. These are shelved in the Microcopy Room. Students doing research in anthropology should ask for assistance in using the files.

American Periodicals Series

Many of the periodicals published in America before 1900 have also been put on microfilm. Titles are not listed in the U.C.D. Serials List; there is an index to titles in the Microcopy Room. Articles from many periodicals are indexed in Poole's Index to Periodical Literature (Ref. Index Table E)

Landmarks of Science

Reproduces original scientific publications from early times to the twentieth century on microprint. Works are not cataloged separately in the main card catalog. The collection is arranged by author.

Three Centuries of Drama

5350 British plays from 1500 to 1800 and 250 American plays from 1714 to 1830 are reproduced in microprint for this collection.

B. Newspapers on Microfilm

1. Since newspapers are bulky, hard to bind and shelve, and printed on weak paper, most libraries buy them on microfilm. U.C.D. has large microfilm runs of the following papers:

California Aggie, Sept. 1968-date.
* Chicago Tribune, April 23, 1849-date.
* Christian Science Monitor, 1960-date.
Davis Enterprise, January 1, 1898-date. (1964 files not available)
* Los Angeles Times, December 4, 1881-date.
* New York Times, September 15, 1851-date.
Pittsburgh Courier, 1923-date.
* Sacramento Bee, 1857-date. (with gaps)
Sacramento Union, 1851-54, 1869-date.
* San Francisco Chronicle, 1865-date.
* The Times (London), 1785-date.
* Wall Street Journal, July 1889-date.
* Washington Post, 1904-date.

(For information on the Library's other newspaper holdings, see the Main Card Catalog).

* Indexed

2. Indexes to Newspapers

In order to find anything in the hundreds of reels of newspapers, you must first know the date and page for specific articles. Fortunately, several massive indexing projects have been undertaken to organize the information available in daily newspapers. The following indexes are in the Reference Department of the Main Library. Librarians will show you how to use them.

New York Times Index, 1851-date. (Index Table D)

The Times (London) Index, 1785-date. (AI21/T5/R)

California News Index, 1970-date. (Index Table D) (Covers major California newspapers).

Wall Street Journal Index, 1958-date. (Index Table D)

Christian Science Monitor Index, 1960-date. (Index Table D)

San Francisco Chronicle, December 1969-1971. (Card file in Reference Department)

Newspaper Index, 1972-date. (Index Table D) (Covers Chicago Tribune, L.A. Times, New Orleans Times-Picayune, and the Washington Post).

AUTOMATED INFORMATION RETRIEVAL

The indexes and abstracts which you have been using to locate periodical articles, can be searched by subject, by author, and often by other categories. The same job can be performed with the aid of a computer, except the index is called the DATA BASE and the words used in the search are the DESCRIPTORS.

There are nearly a hundred such data bases on the market and the Library has selected six of the most useful ones to satisfy the information needs of agriculture, chemistry, engineering, medicine, education, and psychology. The computers for these services are not located on campus, but in Palo Alto, Santa Monica, and Bethesda, Maryland, and they can be contacted by telephone. With the aid of a complex typewriter, or TERMINAL, the messages to be sent are translated into the language of the computer, and responses from the computer, in turn, are converted into readable form (displayed on paper or on a TV screen).

The cost of these conveniences ranges between $0.60 to $1.20 per minute for the time that the computer is used. The results of the search may be printed out at an additional cost of $0.05 to $0.10 per reference. Thus an average search and printing the bibliography might amount to $15.00 to $30.00, an expense for which the Library is budgeted. To the University user this service is available at no cost.

Another type of computerized seach service is CURRENT AWARENESS. While data bases, like indexes, cover a time span of several years, this service does not, but keeps the user informed from month to month, or from week to week. The same set of descriptors can be used to produce these bibliographies which are much shorter, of course.

SUMMARY

Computer searches of indexes and abstracts which extend over several years, are called RETROSPECTIVE and are best suited to bring you up to date on the publications in your field of specialization. Current Awareness (also known as SDI, Selective Dissemination of Information) is more useful to you when your research extends over one or more years. This way the bibliographies you receive keep you up to date on what has been indexed within the last week or month.

DATA BASES CURRENTLY USED BY THE LIBRARY

Retrospective:	Bibliography of Agriculture
	Chemical Abstracts
	Science Abstracts (IEE)
	Index Medicus
	E.R.I.C.
	Psychological Abstracts
Current Awareness:	Biological Abstracts
	Bibliography of Agriculture
	Chemical Abstracts
	E.R.I.C.
	Social Sciences Citation Index

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Acronyms and initialisms dictionary, 44
Agricultural Economics Library, 11
Agricultural statistics, 74
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American Antiquarian Society. Library. Dictionary catalog of American Books, 17th-19th Century, 90
American doctoral dissertations, 94
American periodicals series, 110
American Philosophical Society. Library. Book catalog, 90
American statistics index, 75
American universities and colleges, 49
The Americana annual, 48
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Applied science and technology index, 64
Art index, 63
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Besterman, T. A world bibliography of bibliographies, 87
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Biological and agricultural index, 63
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Britannica book of the year, 48
British museum general catalog of printed books, 90
Buff slip, 27
Business periodicals index, 63

CRC handbook of chemistry and physics, 49
California. Legislature. Bills, 82
California. University. Berkeley/San Francisco. Serials keyword index, 54
California. University. Berkeley. Author-title catalog, 91
California. University. Berkeley, Library, 12
California. University. Davis. Library,
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California state university, Sacramento. Library, 12
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Catalog of the library, 1919-1962, U.C.L.A., 91
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Congress and the nation, 1945-1964, 81
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Congressional district data book, 74
Congressional index, 79
Congressional quarterly almanac, 81

Congressional quarterly weekly report, 81
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Consolidated index to the Constitution and laws of California, 85
A comprehensive dictionary of psychological and psychoanalytical terms, 45
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